



**DECATUR
HOUSING**

REQUEST FOR PROPOSALS (RFP)

NO. GA-011-2025-06

Landscaping Services

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1.0 INTRODUCTION

Decatur Housing was established in 1938 under the laws of the State of Georgia, and is a quasi-governmental agency, separate and distinct from the general city or county government.

The primary role of Decatur Housing is developing and managing quality affordable housing for low to moderate income families. Over the years, Decatur Housing has expanded its focus to include the revitalization of the Decatur community through the renewal and redevelopment of substandard housing, as well as improving facilities in the downtown area. Decatur Housing operates several programs to assist low to moderate income families with quality affordable housing alternatives.

- **Section 8 Project Based Rental Assistance (PBRA) Housing** – Families pay 30% of adjusted income towards rents and utilities in DHA's 400 apartments located in the City of Decatur.
- **Section 8 Housing Choice Vouchers (HCV)** – Families pay 30% of adjusted income for rent and utilities in private rental housing located in the metro area. Section 8 HCV – 828 units and 280 portables.
- **Workforce Housing** – Decatur Housing and its related non-profit, develops, owns, and operates Owned Workforce Housing – 81 units.
- **Low Income Housing Tax Credit (LIHTC) Housing** – Decatur Housing has developed several LIHTC units as all the 400 PBRA units above are LIHTC units. In addition, Decatur Housing has 37 more LIHTC units that are not assisted under PBRA. Families pay a reduced rental level that is based on 50% or 60% of Area Median Income.
- **Homeownership** – Decatur Housing has developed and rehabilitated numerous homeownership and condominium units since 2000. Ownership – 146 units.

Decatur Housing has a professional management and maintenance team and administers an annual budget in excess of \$16 million, which includes capital outlays for comprehensive improvement. Funding sources include the U.S. Department of Housing and Urban Development (HUD), retail income, and limited other income. As one of the largest providers of affordable housing in Decatur, Decatur Housing has extensive experience in the management and development of residential rental property.

In keeping with its mandate to provide efficient and effective services, Decatur Housing is now soliciting proposals from qualified, licensed, and insured entities to provide Landscaping Services for our properties.



2.0 RFP INFORMATION AT A GLANCE

CONTACT PERSON NOTE: Unless otherwise specified, any reference herein to “Contracting Officer” or “(CO)” shall be a reference to Ms. Karen Atchley	Karen Atchley Decatur Housing 511 W. Trinity Pl. Decatur, GA 30030
HOW TO OBTAIN THE RFP DOCUMENTS	Access Decatur Housing’s website at: https://www.decaturhousing.org/procurement <ol style="list-style-type: none"> 1. Click on the applicable RFP 2. Follow the listed directions 3. Be sure to download all applicable forms and documents <p>If you have any problems accessing the documents, please contact Karen Atchley at procurement@decaturha.org or (404) 270-2108.</p>
DEADLINE TO SUBMIT QUESTIONS	Monday, October 6th, 2025
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL	<ol style="list-style-type: none"> 1. Email all proposals to procurement@decaturha.org. (NOTE: Hard copies will not be accepted). 2. Files must include any forms that are to be executed/notarized 3. If the file exceeds 10mb please provide a zip file or a link to a file sharing location (i.e., Dropbox)
PROPOSAL SUBMITTAL RETURN & DEADLINE	Proposals are due by <u>3:00 p.m. on Thursday, October 9th, 2025</u> , via email to procurement@decaturha.org
EVALUATION PROCESS AND POTENTIAL INTERVIEWS	Monday, October 13th, 2025, thru Friday, October 17th, 2025
PROPOSAL AWARD	Thursday, October 23rd, 2025



3.0 DECATUR HOUSING RESERVE THE RIGHTS TO:

3.1 Reject Waive or Terminate the RFP

Reject any and or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by Decatur Housing to be in its best interest.

3.2 Not Award

Not award a contract pursuant to the RFP.

3.3 Terminate

Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).

3.4 Determine Time and Location

Determine the days, hours, and locations that the successful proposer(s) shall provide the services called for in the RFP.

3.5 Retain Proposals

Retain all proposals submitted and do not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Contract Officer.

3.6 Negotiate

Negotiate a fee structure with the selected firm.

3.7 Reject Any Proposal

Reject and do 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.

3.8 Obligation to Compensate

Decatur Housing has no obligation to compensate any proposer for any costs incurred responding to this RFP.

3.9 Prohibit

At any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted does not conform to any of the requirements detailed herein. By downloading an electronic RFP, each prospective proposer thereby agreeing to abide by all terms and conditions listed within this document and further agrees that they feels needs to be addressed. Failure to abide by this timeframe shall relieve Decatur Housing, but not the prospective proposer, of any responsibility pertaining to such issue.



4.0 PROPERTY INFORMATION

Decatur Housing is seeking a qualified Landscaping Services Contractor for the following properties in our portfolio:

PROPERTY NAME	PROPERTY ADDRESS
Corporate Office	511 West Trinity Place
Allen Wilson – I	251 Robin Street 1480 Commerce Drive
Allen Wilson – II (The Oliver House)	1450 Commerce Drive
Allen Wilson – III	263 Robin Street
Chateau Apartments	923 Clairemont Avenue
Village at Legacy – I	500 S. Columbia Drive
Village at Legacy – II	700 S. Columbia Drive
Oakview Walk	1111 Oakview Road
Spring Pointe	1301 Oakview Road
Swanton Heights	481 Electric Avenue
Trinity Walk – I	421 W Trinity Place
Trinity Walk – II	421 W Trinity Place
Scattered Sites	230 Maxwell – Single Family Home 1231 Oakview Rd – Single Family Home 225 Olympic Pl – Triplex 235 Olympic Pl – Quadplex



5.0 SCOPE OF SERVICES

5.1 Services to be Provide

At a minimum, the awarded bidder shall provide, but not limited to, the following services:

5.1.1 Landscape Service

- Shall consist of a complete, regularly scheduled service scheduled (as agreed to with Decatur Housing) for maintaining the health and appearance of Decatur Housing's property landscape and plantings.
- These services shall always be carried out by trained service technicians.
- The Contractor is responsible for all aspects of landscape maintenance during the term of the agreement.
- Decatur Housing reserves the right to remove any single or multiple properties from the contract.

5.2 Turf Maintenance

5.2.1 Turf Mowing

- Lawns shall be mowed at the appropriate height to keep a neat appearance. Considering the topography, the Contractor is required to use the proper mowing equipment to provide a high-quality cut and minimize the unnecessary scalping due to uneven terrain.
- All properties must be mowed every seven (7) days without exception during the growing season between April 1st through October 31st.
- All properties must be mowed every fourteen (14) days during the non-growing season between November 1st through March 31st.
- Contractor must mow grounds along roadside and fences for all properties.
- Excessive clippings are to be collected and removed from the job site at the end of each visit. Clippings are not to be left overnight for removal the following day. The use of bagging attachments is recommended but not required.



- Permanent fixtures in the turf areas are to be trimmed with weed-eaters to avoid unsightly growth at the base. Care is always to be taken when operating around fixtures to prevent damage to them.

5.2.2 Turf Edging

- Edging and trimming along curbs, sidewalks, bed edges, drainage and water runoff, drain systems and tree wells shall be done to keep a neat appearance. All hard edges shall be mechanically edged at each mowing during the growing season. Mow strips shall be treated with a non-selective herbicide as needed.
- Turf along curbs and sidewalks that cannot be addressed with routine edging operations due to broken curbs or uneven borders are to be physically removed with a spade.
- Edging that cannot be addressed during regular visits, due to vehicle obstructions, is to be discussed with Decatur Housing to achieve a solution.
- Dead and dropped tree limbs must be removed from grounds during service.

5.2.3 Trash and Debris Removal

- During routine maintenance visits the Contractor is responsible for removing trash and debris from the property.
- Curbs, sidewalks, parking lots, etc. are to be cleaned with mechanical blowers and/or brooms to maintain a neat appearance.
- Heavy accumulations of sand, gravel, leaves, etc. are to be removed with a shovel and brooms if blowers provide unsatisfactory results.
- Contractor is not authorized to dispose of trash, weeds, grass clippings, pruned branches or any debris in dumpsters on Decatur Housing's properties.



5.3 Tree and Shrub Maintenance

- All plant and tree material are to be pruned in a manner to provide a neat and natural appearance. Limbs that obstruct buildings, walkways or vehicular traffic shall be removed (limb up). Shearing and selective pruning techniques are left to the discretion of the Contractor.
- Shrubs shall be pruned to retain their natural shape, to promote bloom, and to meet accepted horticultural practices. Growth shall be kept from encroaching on signs, walkways, driveways, and ventilation units.
- No vegetation shall touch buildings or fencing.
- All formal hedges shall be sheared to maintain desired shape and height.
- Ornamental flowering trees are to be pruned at the proper time of year to encourage maximum flower production.
- Dead or damaged portions of plants shall be removed whenever possible.
- Contractor should monitor trees and shrubs for signs of disease and insect infestations. If plants are affected appropriate recommendations for treatment shall be submitted to Decatur Housing. When insect and/or disease problems are detected, legally approved chemicals are to be used to treat the problem.
- Deep cut selective pruning and hard cutbacks will be performed on plant material during winter months, for corrective and restorative purposes. Decatur Housing shall be informed before any drastic cutbacks are performed.
- All pruning debris is the responsibility of the Contractor. No debris may be disposed of onsite without approval from Decatur Housing.



5.4 Ground Cover and Beds

- Open ground between plants shall be kept weed-free using mechanical or other approved methods.
- Litter and debris shall be removed as needed to perform service during maintenance visits in order to ensure a neat appearance and prevent any damage to lawn equipment.
- Vines shall be trimmed neatly against supporting structures and kept within bounds. All vines to be removed from fence line.
- Ground covers shall be kept trimmed within curbs and along walkways. They shall not be allowed to grow into or through shrubs or other plantings.
- Sign faces and windows shall be kept clear of encroaching growth.
- Based on need, Decatur Housing will make a request for the Contractor to apply pine straw to all or some of the Decatur Housing properties. The price for pine straw application will be the price included on the bid form. The price should include labor and material.

5.5 Exterior Color Maintenance

- Spent or dead blooms, including stems, declining foliage, and plant debris shall be removed to encourage continued blooming and maintain a neat appearance.

5.6 Seasonal Clean-Ups

5.6.1 Spring Clean Up

Should include, but not limited to, leaf removal from all beds, and turning flower bed as appropriate. Leaf removal of all at all properties as necessary.

5.6.2 Fall Clean Up

It shall take place in late fall after all leaves have fallen from the trees in the area. Work shall include, but not be limited to, leaf removal from all areas of the property (every 10 days thru December), removal of all dead annuals, cut back perennial plantings appropriately, wrap trees to prevent sunscald, covering of beds necessary to protect plants, etc.



5.7 Typical Annual Maintenance Schedule

MONTH	MAINTENANCE TO BE PERFORMED
DECEMBER	<ul style="list-style-type: none"> • Final leaf removal (push to complete) • Blowing of all paved areas and debris removal (total clean up) • Start tree raising of lower limbs
JANUARY	<ul style="list-style-type: none"> • Tree raising of lower limbs • Complete pine straw mulch applications • Winter pruning of shrubs
FEBRUARY	<ul style="list-style-type: none"> •
MARCH	<ul style="list-style-type: none"> • Rose bush pruning (at The Oliver House) • Start winter pine straw mulching after leaf removal at Decatur Housing's request
APRIL	<ul style="list-style-type: none"> • Spring flower installation (extra charge), if requested • Begin full-scale turf mowing and edging • Shrubs trimming and shaping • Bed weeding and edging
MAY	<ul style="list-style-type: none"> • Turf mowing, trimming, and edging • Shrub trimming, and shaping
JUNE	<ul style="list-style-type: none"> • Turf mowing and edging • Shrub trimming and shaping
JULY	<ul style="list-style-type: none"> • Turf mowing and edging • Shrub trimming and shaping • Start summer pine straw install – At Decatur Housing's request
AUGUST	<ul style="list-style-type: none"> • Turf mowing and edging • Bed weeding and edging
SEPTEMBER	<ul style="list-style-type: none"> • Turf mowing and edging
OCTOBER	<ul style="list-style-type: none"> • Begin fall leaf removal (once every three days) for all properties • Fall shrub pruning and shaping • Install fall flowers (extra charge) if requested
NOVEMBER	<ul style="list-style-type: none"> • Spot mowing as needed • Leaf removal (this will be the focus during this month and the most time-consuming item) once every three days for all properties.



5.8 Alternatives Services – INCLUDE in Bid Pricing

5.8.1 Erosion Control

- Contractor to ensure erosion control around building foundations, sidewalks, and concrete HVAC condenser pads, etc.
- Contractor to fill in any problem areas using fill-dirt.

5.8.2 Special Projects (INCLUDE in Bid Pricing)

- At times Decatur Housing holds special events on our properties (i.e., National Night Out). For these special events additional landscaping services may be requested. A detailed scope of work and approved purchase order will be provided for any of these occurrences
- Decatur Housing properties are subject to NSPIRE Inspections and in order to pass inspection additional landscaping and ground maintenance may be requested for the specific location.
 - A detailed scope of work and approved purchase order will be provided for any of these occurrences.



6.0 PROPOSAL SUBMITTAL

6.1 Bid Submission Format

So that Decatur Housing can properly evaluate the bids received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted below.

6.1.1 SECTION 1 – Form of Proposal – “Attachment A”

This one-page form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.

6.1.2 SECTION 2 – Profile of Firm – “Attachment B”

This two-page form must be fully completed, executed, and submitted under this tab as a part of the proposal submittal.

6.1.3 SECTION 3 – Statement of Qualifications

Briefly state the qualifications of the firm. Decatur Housing requests that the description be as short as possible. Identify the individual(s) who will manage (individually, or collectively) this project on a day-to-day basis.

6.1.4 SECTION 4 – Price Proposal – “Attachment D”

Complete this form and place it under this section as part of the proposal submittal.

6.1.5 SECTION 5 – Client Information/References

The proposer shall submit a listing of former or current clients, including those from an Affordable Housing Agency, for whom the proposer has performed similar services to those being proposed herein. This listing shall, at a minimum, include:

- The Client’s name
- The Client’s contact name
- The Client’s email address
- The Client’s telephone number
- A brief narrative description and scope of the service(s) and the dates these services were provided, including description of the specific services, scope, size, and principal elements.

6.1.6 SECTION 7 – E-Verify Certification

The proposer must submit proof of enrollment into the E-Verify system reflecting the assigned E-Verify number and date approved. See “Attachment C – E-Verify Compliance Information” for more details.



6.2 Submission of Proposal

All proposals must be submitted electronically by the deadline outlined in Section 2.0 “RFP Information at a Glance” contained in this document.

NOTE: Proposals received after the deadline will not be accepted.

6.3 Submission Conditions

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 an of the documents that are submitted to Decatur Housing by the proposer, such may invalidate the proposal.

By downloading these documents, each prospective proposer that does so thereby agreeing to confirm all notices that Decatur Housing delivers to them as instructed, 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.



6.4 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 Decatur Housing, including the RFP document, the documents listed in this RFP, any addenda, and required attachments submitted by the proposer.

By completing, signing, and submitting the completed documents, the proposer is stating their agreement to comply with all conditions and requirements set forth within these documents. Written notice from the proposer not authorized in writing by the Contracting Officer to exclude any of Decatur Housing's requirements contained within the documents may cause that proposer not to be considered for award.

6.5 Contact with Decatur Housing

It is the responsibility of the proposer to address all communication and correspondence pertaining to the RFP process to the designated Contracting Officer, Karen Atchley. Proposers must not make inquiry to communicate with any other Decatur Housing staff member or official (including members of the Decatur Housing Board of Commissioners) pertaining to this RFP. Failure to abide by these requirements may be cause for Decatur Housing not to consider a proposal submitted by any proposer who has not abided by this directive.

6.6 Equal Employment Opportunity and Supplier Diversity

Both the Contractor and Decatur Housing have, pursuant to HUD regulations, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.



6.6.1 §200.321 Contracting with small businesses, minority businesses, women’s business enterprises, veteran-owned businesses, and labor surplus area firms:

- (a) When possible, the recipient or subrecipient should ensure that small businesses, minority businesses, women's business enterprises, veteran-owned businesses, and labor surplus area firms (See U.S. Department of Labor's list) are considered as set forth below.
- (b) Such consideration means:
 - (1) These business types are included on solicitation lists;
 - (2) These business types are solicited whenever they are deemed eligible as potential sources;
 - (3) Dividing procurement transactions into separate procurements to permit maximum participation by these business types;
 - (4) Establishing delivery schedules (for example, the percentage of an order to be delivered by a given date of each month) that encourage participation by these business types;
 - (5) Utilizing organizations such as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - (6) Requiring a contractor under a Federal award to apply this section to subcontracts.



7.0 PROPOSAL SUBMITTAL EVALUATIONS

7.1 Evaluation Factors

The following factors will be utilized by Decatur Housing 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:

FACTOR NO.	FACTOR MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	20 points	Subjective	ABILITY TO PERFORM THE WORK – Evidence of the proposer’s ability to perform the work as indicated by profiles of the principals’ and staff’s professional and technical competence and experience.
2	25 points	Subjective	CAPABILITY – Evidence of the proposer’s capability to provide professional services IN A TIMELY MANNER . Number of Landscaping crew members and a list of company owned equipment to be provided for this contract.
3	20 points	Subjective	PAST PERFORMANCE – Evidence of the proposer’s past performance in a similar scope of work and compliance with performance schedules.
4	20 points	Subjective	METHODOLOGY AND APPROACH – Evidence of the Methodology and Approach to performing and executing the Scope of Work as outlined in this RFP.
5	15 points	Objective	PRICING – The pricing as it relates to the Scope of Work for requested services and adjustment is FAIR AND REASONABLE at 3% per year.
100 points		<< Total Points Possible	



7.2 Evaluation Method

7.2.1 Initial Evaluation for Responsiveness

Each proposal received will first be evaluated for responsiveness (i.e., meets minimum of the requirements). Decatur Housing reserves the right to reject any proposals deemed not minimally responsive. The proposer will be notified in writing.

7.2.2 Evaluation Packet

An evaluation packet will be prepared for each evaluator, typically including but not required the following documents:

- Instructions to Evaluators
- Proposal Tabulation Form
- Written Narrative from each Proposer
- Recap of each Proposer's responsiveness
- Copy of all pertinent RFP documents

7.2.3 Evaluation Committee

Decatur Housing 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 members. If, by chance, a proposer does become aware of the identify of such person(s), they **SHALL NOT** make any attempt to contact or discuss with such person anything related to this RFP. The designated Contract Officer is the only person at Decatur Housing that proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

7.2.4 Evaluation

It is anticipated that the Contracting Officer will evaluate and award points pertaining to Evaluation No. 5 (the "Objective" factor); and that the appointed evaluation committee independent of the Contracting Officer or any other person at Decatur Housing, will evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors 1-4 (the "Subjective" factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the Contracting Officer.



7.2.5 Potential “Best and Finals” Negotiation

Per the Decatur Housing Procurement Policy, Decatur Housing reserves the right to conduct a “Best and Finals” negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the Contracting Officer in as timely a manner as possible, but in no case within longer than five (5) business days after the beginning of such negotiations with the firms deemed in the competitive range.

7.2.6 Determination of Top-Ranked Proposer

The “Subjective” points awarded by the evaluation committee shall be combined with the “Objective” points awarded by the Contracting Officer to determine the final rankings, which shall be forwarded by the Contracting Officer to the CEO for approval. If the evaluation was performed to the satisfaction of the CEO, the final rankings may be forwarded to the DHA’s Board of Commissioners at a scheduled meeting for approval, if required. Contract negotiations may, at Decatur Housing’s option, be conducted prior to or after the Board of Commissioners approval.

- *Minimum Evaluation Results* – To be considered to receive an award a proposer must receive a total calculated average of 70 points of the 100 total possible points.
- *Ties* – In the case of a tie in points awarded, the award shall be decided by drawing lots or other random means of selection as highlighted in *Section 6.12.C* of the *HUD Procurement Handbook 7460.8 REV 2*.

7.2.7 Notice of Evaluation Results

If an award is completed, all proposers will receive by mail a “Notice of Results of Evaluation.” Such notice shall inform all proposers of:

- 1) Which proposer received the award
- 2) Where each proposer placed in the process as a result of the evaluation of the proposals received
- 3) Information for a proposer to request a debriefing and/or protest

7.2.8 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 Decatur Housing Evaluation Committee.



Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the Decatur Housing Evaluation Committee

8.0 CONTRACT AWARD

8.1 Agreement to Abide by Terms and Conditions

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 Decatur Housing.”

Accordingly, Decatur Housing has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

8.2 Contract Conditions

The following provisions are considered mandatory conditions of any contract award made by Decatur Housing pursuant to this RFP:

8.2.1 Contract Method of Payment

The final form of contract and scope of services will be negotiated between Decatur Housing and the top-ranked firm after the selection process is complete. Invoices with proper documentation can be submitted on a monthly basis. Submit separate invoices for each project, or as requested by Decatur Housing.

8.2.2 Assignment of Personnel

Decatur Housing shall retain the right to demand and receive a change in personnel assigned to work on the project if Decatur Housing believes that such change is in the best interest of Decatur Housing, and the completion of the contracted work. Time spent on administrative items should not be billed at the consultant’s rate, but at an appropriate administrative rate.

8.3 Contract Period

Decatur Housing anticipates that it will initially award a contract for the period of five (5) years with the option, at Decatur Housing’s discretion, an annual renewal if necessary.

8.4 Insurance Requirements

Prior to award (but not as part of the proposal submission) the successful proposer will be required to provide:



8.4.1 Workers' Compensation Insurance

An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount.

8.4.2 General Liability Insurance

An original certificate evidencing the listed below coverage limits and naming Decatur Housing as a certificate holder:

- Minimum of \$1,000,000 each occurrence
- General aggregate minimum limit of \$1,000,000
- Damage to premises of \$50,000
- Commercially reasonable deductive
- Maximum deductible amount of \$50,000

8.4.3 Professional Liability Insurance

An original certificate evidencing the Proposer's professional liability and/or "errors and omissions" coverage

- Minimum of \$1,000,000
- General aggregate minimum limit of \$1,000,000
- Maximum deductible amount of not greater than \$5,000

8.4.4 Automobile Insurance

An original certificate evidencing the Proposer's automobile coverage

- Minimum of \$1,000,000
- General aggregate minimum limit of \$1,000,000
- Maximum deductible amount of \$50,000

8.4.5 State of Georgia License

If applicable, a copy of the Proposer's license issued by the State of Georgia licensing authority allowing the Proposer to provide the services detailed herein.



8.4.6 Certificates

The requested related information shall also be entered where provided for on the *"Profile of Firm Form – Attachment B."*

DO NOT ATTACH COPIES WITHIN THE PROPOSAL SUBMITTAL

We will garner the necessary certificates from the successful Proposer prior to contract execution.

8.5 Right to Negotiate Final Fees

Decatur Housing 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 during negotiations may, at Decatur Housing's option, be the basis for the beginning of negotiations. Such negotiations shall begin after Decatur Housing has chosen a top-rated Proposer. If such negotiations are not, in the opinion of the Contracting Officer, successfully concluded within five (5) business days, Decatur Housing shall retain the right to end such negotiations and begin negotiations with the next-rated Proposer.

8.6 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.



9.0 LIST OF ATTACHMENTS

Attachment A

Form of Proposal Form

- *Submit with Proposal under Section 1*

Attachment B

Profile of Firm Form

- *Submit with Proposal under Section 2*

Attachment C

E-Verify Information

- *Information Only*

Attachment D

Bid Form – Pricing

- *Submit with Proposal under Section 4*



ATTACHMENT “A” – Form of Proposal

INSTRUCTIONS

Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal. Please complete the form by marking “X” in the first column to confirm that the referenced completed information has been included with the proposal submittal.

NOTE: This form will be placed under “Section 1” of your proposal submission.

ITEM IS INCLUDED “X”	SECTION NUMBER	FORM NAME OR DESCRIPTION OF INFORMATION TO BE SUBMITTED	ATTACHMENT IDENTIFIER
	1	Form of Proposal	This form
	2	Profile of Firm	Attachment B
	3	Statement of Qualifications	N/A
	4	Price Proposal	Attachment D
	5	Client Information/References	N/A
	7	E-Verify Proof of Enrollment	N/A

Proposer’s Statement

The undersigned proposer hereby states that by completing and submitting this form and all other documents within this proposal submittal, they are verifying that all information provided herein is, to the best of their knowledge, true and accurate, and that if Decatur Housing discovers that any information entered herein to be false, that shall entitle Decatur Housing not to consider or make award or to cancel any award with the undersigned party.

Further, by completing and submitting the proposal submittal, and by entering and submitting, the undersigned proposer thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by Decatur Housing via the proposal submittal original, and by executing all forms provided.

Pursuant to all RFP Documents, this Form of Proposal, and all attachments, and pursuant to all completed documents submitted, the undersigned proposes to supply Decatur Housing with the services described herein for the fees entered within the areas provided pertaining to this RFP.

Signature	Printed Name	Company	Date
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ATTACHMENT “B” – Profile of Firm Form

NOTE: This form will be placed under “Section 2” of your proposal submittal

NAME OF FIRM: _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

1) Company Information:

Please attach a brief biography/resume of the company including the following information:

- Year Firm was established
- Year Firm was established [Jurisdiction]
- Former Name and Year Established (if applicable)
- Name of Parent Company and date acquired (if applicable)

2) Principals/Partners

- List the name, title, and percentage of ownership for the Principals/Partners of the Firm in the table below
- Please submit a brief professional resume for each Principal/Partner

NAME	TITLE	% OF OWNERSHIP

3) Project Manager/Supervisory Personnel

- List below the individual(s) or supervisory personnel that will work on the project.
- Please submit a brief professional resume for each, not to duplicate any of the individuals name above in Step No. 2.

NAME	TITLE



ATTACHMENT “B” – Profile of Firm Form (cont.)

4) Proposer Diversity Statement

- You must select all the following that apply to the ownership of this firm and enter where provided the correct percentage of ownership for each category:

3.

☐ **Caucasian American (Male)** _____%

☐ **Public Held Corporation** _____%

☐ **Government Agency** _____%

☐ **Non-Profit Organization** _____%

☐ **Resident (RBE), Minority (MBE),
or Woman-Owned (WBE) Business Enterprise** _____%

○ Resident-Owned _____%

○ African American _____%

○ Native American _____%

○ Hispanic American _____%

○ Asian/Pacific American _____%

○ Hasidic Jew _____%

○ Asian/Indian American _____%

○ Woman-Owned _____%

○ Woman-Owned (Caucasian) _____%

○ Disabled Veteran _____%

○ Other (Specify): _____%

☐ **WMBE Certification Number** _____

○ Certified by (Agency): _____

NOTE: A Certification Number Not Required to Propose, enter if available



ATTACHMENT “B” – Profile of Firm Form (cont.)

5) Federal Tax ID Number: _____

6) Business License Number: _____

7) State of _____ License Type and Number: _____

8) Worker’s Compensation Insurance Carrier: _____

a. Policy Number: _____

b. Expiration Date: _____

9) General Liability Insurance Carrier: _____

a. Policy Number: _____

b. Expiration Date: _____

10) Professional Liability Insurance Carrier: _____

a. Policy Number: _____

b. Expiration Date: _____

11) Debarred Statement:

Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Georgia, or any local government agency within or outside the State of Georgia?

YES ☐ or NO ☐

12) Disclosure Statement:

Does this firm or any principals thereof have any current, past, personal, or professional relationship with any Commissioner or Officer of Decatur Housing?

YES ☐ or NO ☐



ATTACHMENT “B” – Profile of Firm Form (cont.)

13) Verification Statement:

The undersigned proposer hereby states that by completing and submitting this form they are verifying that all information provided herein is, to the best of their knowledge, true and accurate, and agrees that if Decatur Housing discovers that any information entered herein is false, that shall entitle Decatur Housing to not consider nor make award or to cancel any award with the undersigned party.

Printed Name of Owner/Representative

Signature of Owner/Representative

Date

Name of Firm/Company



ATTACHMENT “C” – E-Verify Compliance Information

E-Verify is an internet-based system to help employers determine if an employee is eligible to work in the United States. E-Verify is currently free to employers and is available in all 50 states. All contractors that will be working on Decatur Housing Authority projects must enroll in E-Verify. Please go to the following website: <https://www.uscis.gov/e-verify>. Proof of enrollment must be provided from the E-Verify system.

Please be advised that based on current regulation, our contractors are only required to use E-Verify for **NEW HIRES ONLY** working on our jobsite or properties and not to check people that are currently employed by you. Contractors do have the responsibility to have this same policy/program in place with their lower-tier subs. These policies/procedures may change at any time based on changing laws and regulations.

E-Verify Contact Information:

- **For Employers:**

- Phone Number: 888-464-4218
- TTY Number: 877-875-6028
- International: 1-571-293-7538
- Email Address: E-Verify@uscis.dhs.gov

- **For E-Verify Employer Agents:**

- Phone Number: 888-464-4218
- TTY Number: 877-875-6028
- International: 1-571-293-7538
- Email Address: E-VerifyEmployerAgent@uscis.dhs.gov

- **For Employees:**

- Phone Number: 888-897-7781
- TTY Number: 877-875-6028
- International: 1-571-293-7538
- Email Address: E-Verify@uscis.dhs.gov

- *They are available Monday through Friday, from 9:00 a.m. to 8:00 p.m. ET, except when the federal government is closed.*
- *For customers with hearing and speech impairment, the TTY phone is available Monday through Friday, from 8:00 a.m. to 8:00 p.m. ET, except when the federal government is closed.*

The normal response time for e-mail inquiries is two federal government workdays. If more time is needed to respond to the inquiry, you will be contacted within two federal government workdays to explain the need for additional time to respond and an estimated response time.



