

**NOTICE TO PROPOSER:
PLEASE REMOVE THIS SECTION FROM THE REST OF THE RFP
26P-CN-211 AND SUBMIT WITH PROPOSAL**

Proposals should include the appropriate narrative and supporting materials to adequately address the evaluation criteria. Proposals not containing all items listed below may be considered non-responsive.

1. Proposers Checklist
2. Cover page: Proposal must be signed and include the firm name, local address, telephone number, and name of the person(s) authorized to submit the proposal, along with their title, telephone numbers, and email addresses.
3. Narrative: Provide a narrative describing the Firm's core business i.e. small business providing full time residential design services, Small Firm providing part time design services, large architectural and engineering Firm etc. Describe the Firm's experience in Anchorage providing residential design and engineering services. Describe the team make up; designer, structural engineer(s) and civil engineer(s). Describe the services your Firm will provide under this Contract.
4. Statement of Qualifications. Describe the qualifications of the Firm to perform these services. This shall include:
 - a. Proposer's qualification, years in business, and experience providing residential new construction design and engineering services required by RFP.
 - b. Provide three (3) references from past projects involving residential, new construction design services.
 - c. Provide the resumes of your primary team [designer, structural engineer(s) and civil engineer(s) (when required)] to be assigned to this Contract, and identify their qualifications for such work, including their experience.
5. Proposal Price Form
6. Representations, Certifications, and Other Statements of Bidders
7. Lobbying Certification and Disclosure
8. Documentation that the Proposer is an American Indian/Alaska Native Business Concern (if applicable)

PROPOSERS CHECKLIST

EVALUATION CRITERIA

In addition to containing documentation required from the Contractor under this RFP, Contractor's proposal shall be evaluated on the following criteria and graded based on points awarded for each line item described below.

1)	<p>Preference: American Indian/Alaskan Native (AIAN) owned vendor preference (If applicable, must submit HUD 5369-C</p> <p>OR</p> <p>Small/Minority/Woman-Owned (If applicable, must submit HUD 5369-C</p> <p>Maximum Points shall be 15</p>	<p>5</p> <p>OR</p> <p>15</p>
2)	<p>Cover Page: Proposal must be signed and include the firm name, local address, telephone number, and name of the person(s) authorized to submit proposal, along with their title, telephone numbers, and email addresses.</p> <p>Maximum points shall be 5</p>	<p>5</p>
3)	<p>Narrative: Provide a narrative describing the Firm's core business i.e. small business providing full time residential design services, Small Firm providing part time design services, large architectural and engineering Firm etc. Describe the Firm's experience in Anchorage providing residential design and engineering services. Describe the team make up; designer, structural engineer(s) and civil engineer(s). Describe the services your Firm will provide under this Contract.</p> <p>Maximum points shall be 10.</p>	<p>10</p>
4)	<p>Statement of Qualifications:</p> <p>Describe the qualifications of the Firm to perform these services. This shall include:</p> <ul style="list-style-type: none"> a) Proposer's qualifications, years in business, and experience providing residential new construction design and engineering services required by RFP. b) Provide three (3) references from past projects involving residential new construction design services c) Provide the resumes of your primary team (designer, structural engineer(s) and civil engineer(s) (when required) to be assigned to this Contract, and identify their qualifications for such work, including their experience. 	<p>30</p>

**NEW CONSTRUCTION RESIDENTIAL DESIGN SERVICES
COOK INLET HOUSING AUTHORITY**

EVALUATION CRITERIA

	Maximum points shall be 30	
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TOTAL POSSIBLE POINTS ----- 100

PREFERENCE FACTOR

AIAN, and Small-, Women-, and Minority-owned preference in contracting is applicable to this Request for Proposal and any vendor/firm/vendor stating a preference must submit a signed HUD 5369-C Certification Form (Section 004546) with their submitted proposal to qualify for a preference; ownership must be a minimum of 51% and be active in the day-to-day control and operation of the business. CIHA shall reserve fifteen percent (15%) of the total of available rating points for qualified AIAN-owned organizations or economic enterprises and five percent (5%) for Small-, Minority- and Women-owned businesses.

The prospective vendor must provide, to the greatest extent feasible, preference in employment and training opportunities created as a result of this Request for Proposal.