

**REQUEST FOR PROPOSALS (RFP) No.
2026-03-10 RFP
REMOVE AND REPLACE SIDEWALKS AND DRIVEWAY**



**PRATTVILLE HOUSING AUTHORITY
318 Water Street
Prattville, Alabama 36067
(334) 365-6580**

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Prattville, Alabama 36067
(334) 365-6580**

**2026-03-10 RFP
REMOVE AND REPLACE SIDEWALK AND DRIVEWAY**

DATE ISSUED: Thursday, March 12, 2026

TYPE OF PROJECT: Housing Authority of Prattville (PHA) is seeking proposals from qualified firms and/or independent contractors to remove and replace sidewalk and driveway.

CONTACT PERSON: William S. Blankenship, Executive Director
wblankenship@prattvillehousing.org

LAST DAY FOR QUESTIONS: Thursday, March 26, 2026 @ 3:00 p.m. (CST)

SUBMISSION DEADLINE: Thursday, April 2, 2026 @ 3:00 p.m. (CST)

SUBMISSION ADDRESS: Procurement/Contract Office
Prattville Housing Authority
318 Water Street
Prattville, Alabama 36067

Separate sealed proposals will be accepted at the Procurement/Contract Office, 318 Water Street, Prattville, Al. 36067, until the date and time noted above. Proposals will be held in confidence and not released in any manner until after the contract has been awarded.

The responsibility for submitting a response to this RFP on or before the stated time and date will be solely and strictly the responsibility of the respondent. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the proposal.

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PART I – GENERAL INFORMATION

1.1 Introduction

PHA will receive sealed proposals from qualified firm(s)/individual(s) to remove and replace sidewalks and a driveway at Pratt Court, Malone Court and Highland Court. The PHA anticipates that it will award a contract for some, or all, proposed work for a period of ninety (90) days.

1.2 Method of Solicitation

PHA is soliciting competitive proposals from qualified firms with a documented record of accomplishments of providing the required services, preferably for public housing authorities or other agencies through a formal RFP process.

1.3 Obtain Copies of this Solicitation

Single copies of the RFP package may be obtained, at no cost by:

1. Requesting via email to wblankenship@prattvillehousing.org
2. Website: <https://www.prattvillehousing.org/>
3. Copies may also be picked up in person at:

Prattville Housing Authority,
318 Water Street, Prattville, AL 36067

Persons wishing to be emailed or faxed copies may request via email:
wblankenship@prattvillehousing.org

PART II – SUPPLEMENTAL INSTRUCTIONS TO RESPONDENTS

2.1 Submission of Proposals

Respondents should submit **one (1) original and three (3) copies** of their proposal, dated and signed by an authorized official of the company. Proposals must be submitted in a ***sealed envelope*** that shows the firm's name and address and **clearly** written on the outside of the sealed envelope must be the words **"2026-03-10 RFP Remove and Replace Sidewalk and Driveway"– Thursday, April 2, 2026 @ 3:00 pm CST.**

Proposals received after deadline date and time may be determined unacceptable. Refer to form **HUD 5369-B, Section 6**, regarding late submissions and withdrawals.

All proposals must be submitted in accordance with the conditions and instructions provided herein and must remain open for acceptance for one hundred and eighty days (180) from the due date. Proposals should demonstrate detailed plans on how the Respondent intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the proposal should demonstrate the Respondent's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with PHA. Finally, the proposal should include evidence of the Respondent's previous experience and qualifications relative to the provisions of such services.

2.2 Interpretation/Questions

During the period between issuance of this RFP and the proposal due date, no oral interpretation of the RFP's requirements will be given to any prospective respondent. Requests for interpretation must be made, in writing, at least 5 days before the submission due date and time to: Email: wblankenship@prattvillehousing.org.

2.3 Addendum and Update Procedures for the RFP

During the period of advertisement for this RFP, PHA may wish to amend, add to, or delete from, the contents of this RFP. In such situations, PHA will issue an addendum to the RFP setting forth the nature of the modification(s). PHA will email (or send via regular postal mail or fax upon written request) any addenda to Respondents of this RFP solicitation. It shall be the responsibility of each Respondent to ensure they have any/all additional addenda relative to this RFP.

2.4 Proposal Format

All proposals shall be submitted in 8 ½ x 11-inch format, preferably in three (3) ring binders. Larger size pages or inserts may be used provided; they fold into 8 ½ x 11 inches. All copies of the submittal must be identical in content and organization. The format of the respondents' proposal should be structured the same as the format of the RFP. Proposals should be organized into sections and tabbed for ease of review. Respondent must provide a comprehensive Table of Contents at the front of the proposal. The proposals also must be organized in response to the Submission Requirements and ensure all issues identified in the Scope of Service is addressed. The front cover of the proposal should bear the name and number of the RFP, the date, and the Respondent's name, address, phone number and email address.

2.5 Submittal Forms

Provide, as a part of the proposal, all required certifications and HUD forms, licenses, and proof of insurance. All forms that require a signature or initials must bear an original initial or signature.

2.6 Acceptance of Proposals

Proposals must be signed, sealed, and received in completed form at PHA, no later than the proposal closing date and time. Proposals submitted after the designated closing date and time will not be accepted for any reason and will be returned unopened to the originator.

PHA reserves the right to accept or reject any or all proposals, to take exception to these RFP specifications or to waive any formalities. Respondents may be excluded from further considerations for failure to comply with the specifications of this RFP.

PHA also reserves the right to reject the proposal of Respondents, who have previously failed to perform properly or to complete on time

a contract of similar nature, which is not able to perform the contract. As well as Respondents who habitually without just cause neglected the payment of bills or disregarded its obligations to subcontractors, providers of materials, or employees.

2.7 Time for Reviewing Proposals

Proposals received prior to the closing date and time will be securely kept, unopened until closing date and time. Proposals received after the closing date and time may not be considered. PHA's Evaluation Committee, appointed by the Executive Director, will evaluate all proposals properly received.

The Evaluation Committee will analyze proposals within the 180 days of the date and time due and make a recommendation for award of contract or not to award to the PHA Chief Executive Officer.

2.8 Withdrawal of Proposals

Proposal may be withdrawn by written notice received any time before contract award. Proposals may be withdrawn in person by Respondent or its authorized representative if the identity of such representative is established and a signed receipt of the withdrawn proposal is received by PHA prior to the contract award.

2.9 Award of Contract

Contract shall be awarded to the Respondent submitting a proposal according to the evaluation criteria contained herein, provided the proposal is in the best interest of PHA. The Respondent to whom the award is made will be notified at the earliest practical date.

2.10 HUD Debarment and Suspension List

The Respondents and all subcontractors' names or businesses must not appear on the HUD's Debarment and Suspension list.

2.11 Certification of Legal Entity

Prior to execution of the contract agreement, the Respondent shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under the Alabama State Law and the City of Prattville, Alabama.

2.12 Cost Borne by Respondent

All cost related to the preparation of this RFP and any related activities are the responsibility of the Respondent. PHA assumes no liability for any costs incurred by the Respondent throughout the entire selection process.

2.13 Best Available Data

All information contained in this RFP is the best data available to PHA at the time the RFP was prepared. The information given in the RFP is not intended as representation having binding legal effect. This information is furnished for the convenience of Respondents and PHA assume no liability for any errors or omissions.

2.14 Contact with PHA Staff, Board Members and Residents

Beyond the above referenced written communications, Respondents and their representatives may not make any other form of contact with PHA staff, Board members, or residents. Any improper contact by or on behalf of Respondents may be grounds for disqualification.

2.15 Licenses and Insurance

The awarded individual/firm shall have and maintain all required licenses necessary to conduct business in the City of Prattville and the State of Alabama. All licenses must be kept up to date for the duration of any ensuing contract. Copies of all licenses must be in the Procurement/Contract office prior to contract execution.

Prior to contract award and for the duration of the contract, the successful proposer will be required to provide proof of insurance (as outlined) and the PHA shall be named as an additional insured.

Professional Liability (and/or Errors & Omissions) Coverage	\$1,000,000 each occurrence
General Liability Coverage	\$1,000,000 each occurrence
Comprehensive Automobile Liability Coverage	\$1,000,000 each occurrence
Worker's Compensation with Statutory Limits of the State of AL	

2.16 Respondent Responsibilities

Each Respondent is presumed by PHA to have thoroughly studied this RFP and become familiar with the contents, locations, and nature of requests. Any failure to understand completely any aspect of this RFP is the responsibility of the Respondent.

2.17 No Claim Against PHA

The Respondent shall not obtain, by submitting a proposal in response to this RFP, any claim against PHA or PHA's property for reason of all or any part of any of the following: the selection process; the rejection of any or all offers; the acceptance of any offer; entering into any agreements or the failure to enter any agreements; any statement, representations, acts or omissions of PHA or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and any other matters arising out of the foregoing.

PART III – SUBMISSION REQUIREMENTS

Listed below are the sections that must be included in Respondent's proposal. Each section must be clearly labeled using the bold-faced titles listed below. The required submission must be bound, and each section tabbed.

3.1 Staffing and Qualifications

- a. Provide information regarding staff experience and qualifications that demonstrates the Respondent's capacity to perform the required services. Include an organizational chart that illustrates the Respondent's overall staffing approach for completing the required work. Include in the chart all key personnel, specialists,

and consultants who will be assigned work under a contract potentially resulting from this RFP.

- b. Provide resumes of all key personnel, specialists, and consultants who will perform the work required by a contract potentially resulting from this RFP. Identify their specific role in the provision of services required. Resumes should include the relevant experience of the individual as it relates to their proposed role in the project, in addition to the education, career, and achievement data typically included in a resume. Include evidence of required license and certifications, as applicable, held by the Respondent, its principals, and/or key staff.
- c. Identify all individuals who will be devoted to the project on a full-time basis or part time basis (up to 50% of time allocated to project), including those who will be full time only for specific components of the project, as well as those filling a continuing position throughout the project. Provide detailed resumes for each, highlighting the experience that qualifies them for the position they will fill.

3.2 Relevant Experience and Past Performance

- a. Identify similar or related work performed for public housing authorities or other agencies that have been completed to date or is currently active. Include projects completed or currently underway by the responding entity and/or each major participant in the proposal.
- b. For each project identified provide:
 - i. Project name and address
 - ii. Contact person, title, telephone number, email and address
 - iii. Detailed description of scope of work
 - iv. The client for whom the Respondent's services were performed
 - v. The size of the project
 - vi. The services performed by the Respondent on the project
 - vii. The dollar value of the contract for the services
 - viii. The duration of the project including start and completion dates, or projected completion date if still active
 - ix. A reference contact for the project with name, address, email and telephone number
- c. Identify experience in performing work for public housing authorities or other agencies by the Respondent and/or its participants.
- d. Demonstrate ability to produce reports that are well regarded in the industry in terms of content, timeliness, and responsiveness.
- e. Demonstrate, through written explanation, the Respondent's familiarity with Federal, State, and local laws, regulations, and codes that the Respondent believes may be pertinent or applicable to this project.
- f. If the Respondent is a joint venture, or another entity formed solely for responding to this RFP, provide evidence of prior successful collaborations.

3.3 References

Provide a list of current and previous clients. This list must include the name and title of the contact person, with an address, email, and telephone number.

3.4 Respondent's Approach and Response to Scope of Service

- a. Provide a detailed narrative that demonstrates the approach or how the Respondent will engage with PHA staff.
- b. Outline its anticipated approach/engagement for each element of work identified in the Scope of Services. The outlined approach/engagement 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.
- c. Provide a narrative and bar graph type schedule indicating, in weeks, how the work will proceed under the contract, if applicable.
- d. Include proposed processes for ensuring effective coordination, as well as procedures for reporting and disseminating information.

3.5 Proposal Cost

Respondents shall provide a firm total cost along with a detailed itemized breakdown of total cost **PER PROPERTY (Pratt Court, Malone Court, and Highland Court)**. Please show all expected expenditures to include all anticipated travel. Total cost must be all-inclusive per site.

3.6 Required Certifications/Forms

Each proposal shall contain a copy of the following HUD forms, which may be downloaded from the HUD website: www.hud.gov

Form HUD-5369-B Instructions to Offerors – Non-Construction

Form HUD 5369-C Certifications and Representations of Offerors – Non-Construction Contract

Form HUD SF-LLL Disclosure of Lobbying Activities

Form HUD 50071 Certification of Payments to Influence Federal Transactions

Form HUD 50070 Certification for a Drug-Free Workplace

PART IV - SCOPE OF SERVICES

Each respondent that submits a proposal shall be responsible for visiting each property at his discretion to research the existing sidewalk conditions at each property for matters that affect the cost or performance of the services.

See Attachment “A”.

Pratt Court
Malone Court
Highland Court

- Remove and replace damaged, uneven, sunken, etc. sidewalks, obsolete sidewalks that are not a minimum of 4-feet wide, and the driveway at 320 Water Street
- Sidewalks should be constructed at a minimum of 4 inches thickness
- A minimum 4-feet wide in to allow two people to walk side-by-side.
- Requires a 1 % to 2% cross slope for drainage and must meet ADA accessibility standards, featuring a maximum 5% longitudinal slope where applicable.
- Contraction joints should be spaced at intervals equal to the width of the sidewalk (e.g., 4-foot spacing for a 4-foot-wide path} to control cracking.
- Work may require cutting or removal of tree roots and other vegetation
- Haul off all debris daily for safety

PHA anticipates that it will award a contract for some, or all, proposed work (depending on budgetary restrictions) for a period of ninety (90) days.

PART V – PROCUREMENT PROCESS

5.1 Proposal Evaluation/Contract Award

Proposals received in response to this solicitation will be evaluated using the following evaluation process.

- a. The evaluation process will be used to determine the firms that will comprise the short list, from which final selection for contract award will ultimately be made.
 1. During the evaluation process, technical proposals will be evaluated and scored by an Evaluation Committee appointed by the Chief Executive Officer.
 2. Each member of the selection committee will score each proposal.
 3. Scoring will be based on predetermined Evaluation Criteria. The available points associated with each area of consideration are shown below in Item 5.2.
 4. The results of the evaluation of both technical and cost proposals will be used to determine those proposals to be considered in the competitive range.
 5. Proposals will be considered acceptable if they have a minimum score of 75 points or above. 110 is the max score...

6. The Authority may request that proposers whose submittals are in the competitive range make oral presentations concerning their qualifications to the Authority's Evaluation Committee.
 7. Cost proposals will be considered acceptable if the proposed cost is clearly not excessive compared to the proposed costs of other Respondents with acceptable technical proposals.
 8. Respondents with acceptable technical and cost proposals may be requested to supply additional information to assist in completing the due diligence review. Failure to satisfactorily complete the due diligence review within the timeframe established by PHA will result in disqualification of Respondents proposal.
- b. Scoring will be based upon how well the proposal meets the criteria established in this RFP.
 - c. PHA reserves the right to make no award or decline to enter negotiations should it believe that no Respondent to this RFP would be capable of delivering the necessary level of service within an acceptable price range and/or the time period.
 - d. The Evaluation Committee will evaluate the merits of proposals received in accordance with the evaluation factors stated in the RFP and formulate a recommendation. However, while a numerical rating system may be used to assist the Evaluation Committee in selecting the competitive range (if necessary) and making an award recommendation decision, the award decision is ultimately a business decision that will reflect an integrated assessment of the relative merits of the proposal using the factors and their relative weights disclosed in the RFP.

5.2 Evaluation Criteria

a. Organizational Capacity:

30 Points

1. 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.
2. 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.

b. Relevant Experience and Past Performance:

25 Points

1. Relevant experience and past performance will be evaluated through an assessment of previous, similarly related projects completed to date.
2. 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.

3. Maximum consideration will also be given to those Respondents who exhibit a successful track record of performing similar services for public housing authorities.

c. Respondent's Approach Related to the Scope of Service: 25 Points

1. 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.
2. 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, if applicable.

d. Proposal Cost: 20 Points

1. Proposal cost will be evaluated through a careful analysis of cost compared to the other Respondents proposals.
2. Maximum consideration will be given to those Respondents, who demonstrate through their submittals, the ability to perform the required work at minimum cost to PHA.

Additional Points:

**Disadvantaged Business Enterprise (DBE) And Section 3 Participation Plan:
DBE/WBE/VOSM/SDVOSB Participation Plan: 5 Points**

Section 3 Participation Plan: 5 Points

1. Section 3 participation will be evaluated through an assessment of the action plans and participation schedules submitted.
2. Maximum consideration will be given to those Respondents, who demonstrate through their submittals, that Section 3 business enterprise contracting, and Section 3 resident employment and training, will be met.

5.3 Summary of Evaluation Criteria,

Evaluation Criteria Points

Technical:

Organizational Capacity	30 Points
Relevant Experience and Past Performance	25 Points
Respondent's Approach Relative to the Scope of Service	25 Points

Proposal Cost	20 Points
Total	100 Points

ADDITIONAL POINTS:

DBE/WBE/VOSB/SDVOSB Participation Plan	5 Points
Section 3 Participation Plan	5 Points
Total	10 Points
Total Possible Points	110 Points

PRATTVILLE HOUSING AUTHORITY
318 Water Street
Prattville, Alabama 36067
(334) 365-6580

REQUEST FOR PROPOSALS (RFP)
No. 2026-03-10 RFP
REMOVE AND REPLACE SIDEWALK AND DRIVEWAY

COST PROPOSAL FORM

TYPE OF PROJECT: The Housing Authority of Prattville (PHA) is seeking proposals from qualified firms and/or independent contractors to remove and replace sidewalk and driveway.

DATE ISSUED: Thursday, March 12, 2026

CONTACT PERSON: William S. Blankenship, Executive Director
wblankenship@prattvillehousing.org

LAST DAY FOR QUESTIONS: Thursday, March 26, 2026 @ 3:00 p.m. (CST)

SUBMISSION DEADLINE: Tuesday, March 31, 2026 @ 3:00 p.m. (CST)

FILL IN BELOW AND SIGN. PRICES ARE GUARANTEED FOR A MINIMUM OF 180 DAYS FROM PROPOSAL DEADLINE DATE.

COMPANY NAME: _____

By _____
Signature Written Name Title Date

ADDRESS: _____
Street / POB City State Zip

PHONE: _____

FAX: _____

EMAIL: _____

Attachment “A”

ATTACH A COST BREAKDOWN SHOWING INDIVIDUAL EXPENDITURES FOR EACH LOCATION.

Exclude all city-owned sidewalks, in the city right-of-way, paralleling and adjoining city streets and curbs

PHA anticipates that it will award a contract for some, or all, of the proposed work (depending on budget) for a period of ninety (90) days.

Property Name	Property Address	Property Notes	Cost
Pratt Court	318 Water Street	Replace washed out drive at 320 Water Street with concrete to match up to existing drive and parking at office	
Malone Court	217 Malone Court	Exclude newly replaced front sidewalk leading to unit 211 Malone Court	
Highland Court	102 Jones Street		

