

HOPE ALLIANCE
1011 Gattis School Road #106
Round Rock, Texas 78664

REQUEST FOR PROPOSALS (RFP)

HOPE ALLIANCE SHELTER IMPROVEMENTS

SOLICITATION NUMBER 16-014

February 2016

**REQUEST FOR PROPOSALS
HOPE ALLIANCE SHELTER IMPROVEMENTS PROJECT**

**PART I
GENERAL**

1. **PURPOSE:** Hope Alliance herein after "Alliance" seeks to contract with a qualified Respondent to provide rehabilitation and improvements to a shelter in accordance with the Federal Community Development Block Grant Program (CDBG).
2. **ATTACHMENTS:** Attachment A through F is herein made part of this request for information:
 - 2.1 **Attachment A:** Proposal Sheet
 - 2.2 **Attachment B:** Reference Sheet
 - 2.3 **Attachment C:** Confidentiality Form

- 2.4 **Attachment D:** Kitchen Drawings
 - 2.5 **Attachment E:** Photos
 - 2.6 **Attachment F:** Wage Rates and HUD 4010
3. **CLARIFICATION:** For questions or clarification of specifications, you may contact:
- Patty Conner, Chief Executive Officer**
Phone: 512-255-1212
E-mail: Patty.Conner@hopealliancetxt.org

The individual listed above may be contacted by e-mail for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of Alliance.

PART II
SPECIFICATIONS

- 1. **SCOPE:** These specifications describe the services to repair the interior of a structure as identified on the proposal sheets provided herein. Services shall include, but not be limited to replacing all flooring, windows, shelving and doors in pantry and play areas, add insulation, and a total kitchen remodel. Repairs made shall ensure structures meet all applicable state and local building codes as well as the 2012 Second Edition Printing International Residential Code (IRC) and the 2014 First Edition National Electric Code (NEC).
- 2. **STANDARD OF REPAIRS:** All repairs specified within this solicitation shall be completed to a “move-in ready” condition, clean and functional.
- 3. **SERVICE RESPONSIBILITIES:** The successful Respondent shall:
 - 3.1. Provide all personnel, supplies and equipment needed to complete specified repairs.
 - 3.2. Identify any subcontractors to be used for this project. Experience, qualifications and references of the subcontractors shall be submitted. Alliance reserves the right to approve or disapprove any and all subcontractors prior to any work being performed.
 - 3.3. Coordinate with the Alliance to develop a project schedule that is mutually agreeable to both parties.
 - 3.4. Provide a list of responsible representatives with names, titles, address of Respondent(s) and telephone numbers shall be furnished to Alliance.
 - 3.5. Assign a primary contact person to serve as a contact to Alliance’s representative.
 - 3.6. Be reasonable for the reinstallation of any existing items that are required to be removed to accommodate another repair (i.e. the furniture when installing new floors).
 - 3.7. Leave all excess interior and exterior paint with Alliance in sealed containers.
 - 3.8. Remnant or “off market” products are acceptable provided they are in new or like new condition. Colors that do not match existing colors or are a neutral tone shall have Alliance’s approval.
 - 3.9. Upon completion of the repairs, remove and properly dispose of all containers, surplus material and debris from said repairs and leave the site in a clean and orderly condition.
 - 3.10. Must be able to perform work while residents are present in facility and complete all work before May 27, 2016.

4. **LEAD BASED PAINT:** Alliance will conduct lead based paint testing on structures built prior to 1978. If lead based paint is found, Respondent will be notified and measures shall be taken by Respondent to abate. Respondent shall be certified in Lead Safe Practices.
 - 4.1. Lead based paint found on residential structures the successful Respondent shall follow the HUD Lead Reduction Guidelines for interim controls, which can be found at: <http://www.hud.gov/offices/lead/lbp/hudguidelines/index.cfm>.
5. **ORDER QUANTITY:** The quantities shown on the solicitations are estimates only. No guarantee of any minimum or maximum purchase is made or implied. Alliance will only order the products or services needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.
 - 5.1. Bids shall not exceed 10% waste expectation on all quantities.
6. **PERMITS:** The successful Respondent shall obtain necessary permits or licenses and pay any related fees or taxes required by governing agencies. The City of Round Rock permit fees shall apply.
7. **INSPECTIONS AND ACCEPTANCE:** The quality and completion of specified repairs shall be to the satisfaction of the Project Administrators. Inspections and acceptance inspection shall take place throughout the construction process and should not take more than five (5) working days from notification of completion. The successful Respondent will be notified within this time frame if the repairs are not in full compliance with the specifications. If any purchase order is cancelled for non-acceptance, the needed items or services may be purchased elsewhere and the successful Respondent may be charge the full increase, if any, in material cost, services and handling.
8. **DAMAGE:** The successful Respondent shall be responsible for damage to Alliance's equipment and/or property, the workplace and its contents by its work, negligence in work, its personnel and equipment usage.
9. **PROJECT ADMINISTRATOR:** All work performed under this solicitation will be supervised and verified by the representative(s) noted below.

Liz Alvarado, CDBG Coordinator
City of Round Rock
Telephone: 512-341-3328
E-mail: lalvarado@roundrocktexas.gov

Sally Bardwell, Community Development Coordinator
Williamson County
Telephone: 512-943-3757
E-mail: sbardwell@wilco.gov

Patty Conner, CEO
Hope Alliance
Telephone: 512-255-1212
E-mail: patty.conner@hopealliancetxt.org

10. **RESPONDENT QUALIFICATIONS:** Alliance has established the following minimum qualifications. Respondents who do not meet the minimum qualifications will not be considered for award. The Respondent shall:
 - 10.1. Be firms, corporations, individuals or partnerships normally engaged in providing rehabilitation services as specified herein;

- 10.2. Have adequate organization, facilities, equipment, financial capability, and personnel to ensure prompt and efficient service to Alliance;
- 10.3. Provide all labor, supplies, materials, and equipment to satisfactorily perform the services as specified herein;
- 10.4. Be domiciled in or have a home office inside the United States. Respondents domiciled outside the United States, or not having a home office inside the United States will not be included for consideration in this procurement process;
- 10.5. Provide trained, proficient, uniformed personnel on site. Alliance reserves the right to remove any employee from its property for violation of federal, state, and local health, safety and environmental laws, ordinances, rules and regulations;
- 10.6. Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The Hope Alliance reserves the right to verify citizenship or right to work in the United States;
- 10.7. Maintain sole responsibility for the maintenance and repair of Respondent's vehicles, equipment, tools and all associated costs;
- 10.8. Ensure that all Respondent's employees shall perform services in a timely, professional, courteous and efficient manner. Respondent's employees shall be knowledgeable in the product lines and be able to assist with all service requests;
- 10.9. Take all measures necessary to ensure that all their employees comply with all rules and regulations of the City and all Federal, State and local rules, laws and regulations. Hope Alliance reserves the right to remove any employee from its property for violation of federal, state, and local health, safety and environmental laws, ordinances, rules and regulations.
- 10.10 Have all employees and subcontractors sign a confidentiality agreement stating location and nature of Alliance's business will be kept in strict confidence.

PART III

SCHEDULE AND RESPONSE INSTRUCTIONS

1. **SCHEDULE OF EVENTS:** It is the City's intention to comply with the following solicitation timeline:

Stage 1 EVENT	DATE
Solicitation released	February 11, 2016
Mandatory Pre-Bid meeting / site visit	February 16, 2016
Deadline for submission of questions	February 22, 2016
Hope Alliance responses to questions or addendums	February 24, 2016
Deadline for submission of responses	March 4, 2016
Stage 2 EVENT	
Alliance conducts background checks and Mandatory site visit with top 3 respondents	Week of March 7, 2016
Contract will be awarded	By March 18, 2016
Deadline for all work to be completed	May 27, 2016

All questions regarding this proposal shall be submitted in writing by 5:00 PM, CST on the due dates noted above. A copy of all the questions submitted and Alliance response to the questions shall be posted on the City's webpage in the form of an addendum at <http://www.roundrocktexas.gov/departments/purchasing/solicitations/>. Questions shall be submitted to the City contact named herein. The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **PROPOSAL UPDATES:** Respondents shall be responsible for monitoring the City's website at <http://www.roundrocktexas.gov/departments/purchasing/solicitations/> for any updates pertaining to the proposal described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.

3. **MANDATORY PRE-PROPOSAL MEETING, SITE VISIT AND INSPECTION:** A pre-proposal meeting will be conducted to fully acquaint Respondents with the facilities, difficulties and/or restrictions inherent in the specified repairs. The pre-proposal meeting will be conducted on:

February 16, 2016 @ 8:30 AM, CST
City Hall Council Chambers
221 East Main Street
Round Rock, Texas 78664

- 3.1 Alliance considers this pre-proposal meeting mandatory. Alliance reserves the right to determine a response "not available for award" if the Respondent fails to attend this pre-proposal conference. Respondents shall sign-in at the pre-proposal meeting to document their attendance.

4. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before 3:00 PM, on the due date noted above to the Alliance contact. Mail or hand deliver sealed responses to:

Hope Alliance
Attn: Patty Conner
1011 Gattis School Road, #106
Round Rock, Texas 78664

- 4.1 Responses received after this time and date shall not be considered.
- 4.2 Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and "DO NOT OPEN".
- 4.3 Facsimile or electronically transmitted responses are **not acceptable**.
- 4.4 Late responses will be returned to Respondent unopened if return address is provided.
- 4.5 Responses cannot be altered or amended after opening.
- 4.6 No response can be withdrawn after opening without written approval from Alliance for an acceptable reason.
- 4.7 Alliance will not be bound by any oral statement or offer made contrary to the written specifications.
- 4.8 Samples and/or copies shall be provided at the Respondent's expense, and shall become the property of Alliance.

5. **BEST VALUE EVALUATION AND CRITERIA:** Alliance reserves the right to reject any or all responses, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of Alliance. All proposals received may be evaluated based on the best value for Alliance. In determining best value, Alliance may consider:

- 5.1 Purchase price;
- 5.2 Reputation of Respondent and of Respondent's goods and services;
- 5.3 Quality of the Respondent's goods and services;
- 5.4 The extent to which the goods and services meet Alliance's needs;
- 5.5 Respondent's past performance with Alliance;
- 5.6 The total long-term cost to Alliance to acquire the Respondent's goods or services;
- 5.7 Any relevant criteria specifically listed in the proposal.

Respondents may be contacted for clarification of bid and/or to discuss details of the services they are proposing. This may include a presentation and/or the request for additional material/information to clarify.

- 6. **AWARD:** Alliance reserves the right to enter into an Agreement with a single award, split award, primary and secondary award, partial award, non-award, or use any combination that best serves the interest and at the sole discretion of Alliance. Award announcement will be made upon Alliance Board approval of staff recommendation and executed agreement.
- 7. **POST AWARD MEETING:** Alliance and Respondent may have a post award meeting to discuss, but not be limited to the following:
 - 7.1 The method to provide smooth and orderly services;
 - 7.2 Provide Alliance contact(s) information for implementation of agreement.
 - 7.3 Identify specific milestones, goals and strategies to meet objectives.

PART IV

RESPONSE REQUIREMENTS

Alliance makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Respondents are encouraged to carefully read the entire solicitation.

Respondents shall submit one (1) evident signed "Original" and one (2) copies of the response requirements including any required attachments. The samples and/or copies shall be provided at the Respondent's expense, and shall become the property of Alliance.

This request for proposal (RFP) does not commit Alliance to contract for any supply or service. The opening of a response shall not be construed as Alliance's acceptance of such Respondent as qualified and responsive. Respondents are advised that Alliance will not pay for any administrative costs incurred in response to this RFP; all costs associated with responding to this RFP will be solely at the interested part's expense. Not responding to this RFP does not preclude participation in any future RFP/RFQ/IFB, if any is issued.

For your proposal to be responsive, all required items identified below shall be submitted with your proposal.

Attachment A: Responses shall be submitted on itemized, signed Proposal Sheet provided herein. Failure to itemize or sign solicitation may result in disqualification. Submission of responses on forms other than Alliance's Solicitation Document may result in disqualification of the response.

Attachment B: Provide the name, address, telephone number and **E-MAIL** of at least three (3) Municipal, Government agencies or firms of comparable size that have utilized similar service within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

Attachment C: Signed Confidentiality Form

Lead Safe Practices certification documentation

The following items shall be made available upon request by Alliance prior to award and the approval of any contract:

Proof of insurance for General Liability, Worker's Compensation and standard automobile liability coverage as set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/bids>.

PART V

CONFIDENTIALITY OF CONTENT

1. **CONFIDENTIALITY OF CONTENT:** All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.
 - 1.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. Alliance will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
 - 1.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from Alliance, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

PART VI

GENERAL TERMS AND CONDITIONS / INSURANCE REQUIREMENTS

(ITEMS BELOW APPLY TO AND BECOME A PART OF THE CONTRACT)

1. **INSURANCE:** The Respondent shall meet or exceed all insurance requirements set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/bids>.
2. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of respondents to stay apprised of changes. The City's Definitions, Terms and Conditions can be obtained from the City's website <http://www.roundrocktexas.gov/bids>.