



LAREDO HOUSING AUTHORITY

Serving. Collaborating. Empowering.

Housing Authority of the City of Laredo
2000 San Francisco Ave.
Laredo, TX 78040

RFP Documents

November 05, 2019

REQUEST FOR PROPOSALS (RFP) No.LHA2019-1005-1
 ADA SIDEWALK RUSSELL TERRACE REVITALIZATION PROJECT

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INTRODUCTION

The Housing Authority of the City of Laredo (hereinafter, "LHA") is a public entity that was formed in 1937 to provide federally subsidized housing and housing assistance to low-income families, within the City of Laredo. LHA is headed by an Executive Director (ED) and is governed by a five-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (hereinafter, "CFR") and LHA's procurement policy. Though brought into existence by a Resolution of the City of Laredo, it is a separate entity from the City of Laredo.

The Housing Authority of the City of Laredo is a unit of government and its functions are essential governmental functions. The property of LHA is used for essential public and governmental purposes, and is exempt from all taxes, including sales tax on all its purchases of supplies and services.

Currently, LHA owns and manages: three public facility corporations, 764 public housing units throughout the City of Laredo and Asherton, TX; and administrates a total of 1.620 Section 8 Housing Choice Vouchers. LHA currently has approximately 100 employees.

In keeping with its mandate to provide efficient and effective services, LHA is now requesting proposals from qualified, licensed, and insured entities to provide the following noted services to LHA. All RFP's submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

The Housing Authority of the City of Laredo and its subsidiary instrumentalities are soliciting "Request for Proposals" (RFP) for ADA Sidewalk at the Russell Terrace Revitalization Project.

Proposers are expressly advised to review the applicable General Conditions of the proposed Contract as to the causes which may lead to the disqualification and/or rejection of a proposal or bid. Due to project demands, the Scope of Work may change at the discretion of the LHA.

Attention is called to the provisions for equal employment opportunity, compliance with prevailing wages determined under Davis-Bacon Act (40 U.S.C. 276a—276a-7), and U.S. Department of Labor regulations in 29 CFR part 5.

The Housing Authority of the City of Laredo reserves the right to award, separate and/or multiple contracts, contracts by trade, by duplex type or by project phase, to reject any or all Proposals, or to waive any informality in the bidding.

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INFORMATION AT A GLANCE

[Table 2 of 3]

<i>LHA CONTACT PERSON</i>	<i>Maria Hernandez, Procurement Officer Telephone: (956)722-4521 EXT: 1210 Fax: (956)722-6561</i>
<i>HOW TO OBTAIN THE DOCUMENTS ON THE APPLICABLE INTERNET SITE</i>	<i>Procurement Department LHA Administrative Office 2nd Floor 2000 San Francisco Ave. Laredo, TX 78040 Telephone: (956) 722-4521 Ext. 1210 Email: maria@larha.org or can be downloaded from the Procurement Portal tab at www.larha.org</i>
<i>PRE-SUBMITTAL CONFERENCE</i>	<i>None, subject to change.</i>
<i>HOW TO FULLY RESPOND TO THIS SOLICITATION</i>	<i>As instructed within the RFP documents, submit one (1) Original, one (1) USB or CD electronic copy. Due in person or by U.S. Mail before the due date.</i>
<i>PROPOSAL SUBMITTAL INFORMATION AND DEADLINE BY U.S. MAIL OR IN PERSON:</i>	<i>Tuesday, November 19, 2019 at 3:00 P.M. Procurement Department LHA Administrative Office 2nd Floor 2000 San Francisco Ave. Laredo, TX 78040.</i>
<i>ANTICIPATED APPROVAL BY HA BOARD OF COMMISSIONERS</i>	<i>November 22, 2019 2000 San Francisco Avenue Laredo, TX 78040</i>

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1.0 LHA'S RESERVATION OF RIGHTS:

- 1.1 LHA reserves the right to reject any or all bids or proposals, to waive any informality in the solicitation process, or to terminate the solicitation process at any time, if deemed by LHA to be in its best interests.
- 1.2 LHA reserves the right not to award a contract pursuant to this RFP.
- 1.3 LHA reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 30-days written notice to successful Offeror(s).
- 1.4 LHA reserves the right to determine the days, hours and locations that the successful offeror(s) shall provide the services called for in this RFP.
- 1.5 LHA reserves the right to retain all bids/proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving bids or proposals without the written consent of LHA Contracting Officer (CO-Executive Director).
- 1.6 LHA reserves the right to negotiate all fees with the top offerors. If such negotiations are not, in the opinion of LHA's CO successfully concluded within a reasonable timeframe as determined by LHA, LHA shall retain the right to end such negotiations and proceed to negotiate with the next highest scoring offeror.
- 1.7 LHA reserves the right to reject and not consider any bid or 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.
- 1.8 LHA shall have no obligation to compensate any Offeror for any costs incurred in responding to this RFP.
- 1.9 LHA shall reserve the right to at any time during the RFP or contract process to prohibit any further participation by an Offeror or reject any bid or proposal submitted that does not conform to any of the requirements detailed herein. By requesting this document, each prospective Offeror is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by LHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve LHA, but not the prospective Offeror, of any responsibility pertaining to such issue.
- 1.10 LHA reserves the right to make an award to more than one Offeror based on evaluations.
- 1.11 LHA reserves the right to require additional information from all Offerors to determine level of responsibility. Such information shall be submitted in the form required by LHA within two (2) days of written request.
- 1.12 LHA reserves the right to amend or replace the sample contract submitted or may be included herein, at any time prior to contract execution.

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- 1.13** LHA reserves the right to require the Contractor to keep accurate timesheets for all employees assigned to perform any project, task, or assignment resulting from this RFP and any resulting contract.
- 1.14** LHA reserves the right to contact any individuals, entities, or organizations that have had a business relationship with the Offeror regardless of their inclusion in the reference section of the proposal submittal.
- 1.15** LHA reserves the right to add or delete locations and/ properties for services on an as needed basis.
- 1.16** LHA is subject to the Texas Open Records Act and therefore cannot guarantee that information submitted will not be subject to disclosure. Each Offeror will clearly designate those documents included with its response which it in good faith determines to be a trade secret or confidential proprietary information protected from disclosure under applicable law. To the extent permitted by local, state and federal law and consistent with LHA's practices, LHA will attempt to reasonably maintain the confidentiality of such information.
- 1.17** LHA will own all Statements of Qualifications submitted as response to this RFP solicitation.
- 1.18** In the event any resulting contract is prematurely terminated due to non-performance and/or withdrawal by the Contractor, LHA reserves the right to seek monetary restitution (to include but not limited to withholding of monies owed) from the Contractor to cover costs for interim services and/or cover the difference of a higher cost (difference between terminated Contractor's rate and new company's rate) beginning the date of Contractor's termination through the contract expiration date.

2.0 SCOPE OF WORK (SOW)/TECHNICAL SPECIFICATIONS (T/S):

The scope of work requires all construction and complete installation of thirty five (35) sidewalks ADA curb ramps at Russell Terrace. Such construction will be installed as reinforced concrete single accessible ramps, ramp run and landing as per city ordinances and specifications. Construction shall include all labor, material, tools, equipment, safety materials, and traffic control needed to complete all thirty five (35) ramps as designated and described as follows:

- Contractor shall demolish sidewalk and cut curb and removal of all concrete debris
 - Compact fill dirt to 95% proctor
 - Provide and use 3000 PSI concrete
 - Re-inforce sidewalks as per City of Laredo specifications
 - Contractor shall provide all wire mesh material and,
 - Contractor shall include all right away permits
1. The contractor will be responsible for all work comply with State of Texas regulation, local codes, and local ordinances. Contractor shall particularly comply with the regulations as set forth by City of Laredo Ordinance No 2009-O-045 and

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2. Contractor will coordinate with the City of Laredo Building Department to ensure the project will not commence without the required city of Laredo:
- Right of way (ROW) application fee
 - Required Bond
 - Traffic Control Certificate
 - Workman's Comp
 - Liability Insurance

LHA retains the right to oversee the workmanship provided by the Contractor and all work is subject to inspection and final approval by LHA.

General Requirements

2.1 GENERAL CONDITIONS:

2. SPECIFICATIONS: Available specifications are within "SOW No. 2019-1005-1.

2.2.1 REGULATORY/LICENSING: Contractor shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services under this solicitation. Obtaining licenses and permits shall be the sole responsibility of the successful Bidder whether or not they are known to either the LHA or the Bidders at the time of the submittal deadline or the award.

2.2.2 SECTION 3: Contractor is required to prepare and submit monthly reports on Section 3. Contractor shall utilize Section 3 residents and businesses as defined in Attachment D to perform the requirements under this solicitation to the greatest extent feasible and shall document such efforts monthly. Contractors will be evaluated on their performance at achieving this goal and such evaluation shall be a factor in future awards.

2.2.3 RESPONSIBILITY FOR SUBCONTRACTORS: All requirements for the "Prime" contractor shall also apply to any and all subcontractors. It is the Prime Contractors' responsibility to insure the compliance by the subcontractors. Regardless of subcontracting, the Prime Contractor remains liable to LHA for the performance under this solicitation or any resulting contract.

2.2.4 CRIMINAL HISTORY/DRUG TESTING; Contractor shall perform criminal history checks and drug screening tests on all employees performing work under this solicitation and any resulting contract and if requested provide summaries of the results to LHA. Prospective employees whose criminal history checks discloses a misdemeanor or felony conviction involving crimes of moral turpitude or harm to persons or property shall not be used to perform work under this solicitation or any resulting contract. Contractor is required to perform drug screening of all employees and to insure acceptable test results. Criminal history and drug screening checks will be completed at the sole expense of the Contractor.

2.2.5 LIQUIDATED DAMAGES: For each day that performance under a resulting contract from this solicitation is delayed beyond the time specified for completion, the successful Bidder shall be liable for liquidated damages in the amount of \$50.00 per day. However,

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the timeframe for performance may be adjusted at LHA's discretion in writing and received by the successful Bidder prior to default under any resulting contract.

2.2.6 UNACCEPTABLE EMPLOYEES: If any employee of the Contractor is deemed unacceptable by LHA, Contractor shall immediately replace such personnel with a substitute acceptable to LHA.

2.2.7 Warranty: All items installed/provided under any contract resulting from this solicitation must include a minimum of a two (2) year warranty including labor, materials, and installation except as specified otherwise herein. This period will begin on the date of "Final" acceptance by LHA.

2.2.7.1 The services provided under the contract shall conform to all information contained within the solicitation documents as well as applicable Industry Published Technical Specifications, and if one of the above mentioned Specifications contains more stringent requirements than the other, the more stringent requirements shall apply.

2.2.7.2 In addition to all other warranties, the warranty shall include the warranty for merchantability and the warranty of fitness for a particular purpose.

2.2.7.3 Assignment of Warranty: Contractor shall assign any warranties and guarantees to LHA and provide the Contractor's Warranty for Labor and Installation to LHA along with all Manufactures Warranty documents.

2.2.8 Submissions: Late submissions will not be accepted. Submissions received prior to the opening will be held in confidence until the opening.

2.2.9 PROPOSED COST :

2.2.9.1 Base Costs: Your propose fee for each item is inclusive of all necessary cost to provide the proposed services, including, but not limited to : employee costs and benefits; clerical support; overhead; profit; supplies; materials; licensing; insurance; vehicle fuel, etc. Each fee proposed shall be full "burdened" with profit and overheadcosts.

2.2.9.2 Unit Prices: Your proposed unit price for each item listed on the Unit Price Sheet, if required, shall be inclusive of all expenses incurred to perform the service under this solicitation and any resulting contract. Unit Price shall include but not be limited to, employee costs and benefits, clerical support, overhead, profit, supplies, materials, equipment, licensing, insurance, bonding, vehicle fuel, etc.

2.2.10 MATERIALS/EQUIPMENT: Contractor shall provide at contractor's own expense all equipment, labor, materials, supplies, and tools.

2.2.11 TAXES: LHA, as a governmental entity, is exempt from Texas State Sales and Use Taxes and Federal Excise Taxes. A letter of Tax Exemption will be provided upon request.

2.2.12 Delivery: All costs submitted by the successful Bidder shall reflect the cost of Delivering the proposed items and/or services to the locations specified within the solicitation documents or within the Agreement. All costs in the bid submittal shall be quoted as FOB Destination, Freight Prepaid and allowed unless otherwise stated in this solicitation.

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- 2.2.12.1** The successful Bidder agrees to deliver to the designated location (s) on or before the date as specified in the finalized contract. Failure to deliver on or before the specified date constitutes an event of default by the successful Bidder. Upon default, the successful Bidder agrees that LHA may, at its option, rescind the finalized contract under the termination clause herein and seek compensatory damages as provided by law.
- 2.2.13 SUBSTITUTIONS:** Catalogs, brand names or manufacturer's references where provided are descriptive only and indicate type and quality desired. Bids on brands of like nature and quality will be considered unless specified otherwise. If bidding other than the referenced manufacturer, brand or trade name, Bidder must provide a complete description of product offered, and illustrations and must be included in the bid submittal. Failure to include the above referenced data will require Contractor to furnish specified brand names, numbers, etc.
- 2.2.14 TYPE OF CONTRACT:** A firm fixed contract for one year(1) with the option to Extend at the sole discretion of LHA for up to four (4) additional one- year period.
- 2.2.15 DISPOSAL OF TRASH/ DEBRIS:** All debris and trash must be disposed of offside in accordance with all local, State, and Federal laws and codes. At no time shall the Contractor dispose of debris or trash in any LHA refuse container.
- 2.2.16** LHA shall not pay trip charges, travel time, or fuel surcharge.

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3.0 Proposal Format:

3.1 Tabbed Proposal Submittal: LHA intends to retain the successful proposer pursuant to a “Best Value” basis, not a “Low Proposal” basis (“Best Value,” in that the LHA will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that the LHA can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted following. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. Additionally, an electronic copy is required at the time of submittal of the proposal. None of the proposed services may conflict with any requirement the LHA has published herein or has issued by addendum.

[Table No. 3]

Tab No.	Description
1	Form of Proposal: This Form is attached hereto as Attachment A to this RFP document. This 1-page Form completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
2	Form HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract: This Form is attached hereto as Attachment B to this RFP document. This 2-page Form must be fully completed, executed where provided thereon and submitted under this tab as a part of the proposal submittal.
3	Profile of Firm Form: The Profile of Firm Form is attached hereto as Attachment C to this RFP document. This 2-page Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal.

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4	<p>Proposed Services: As more fully detailed within Section 2.0, Scope of Proposal/Technical Specifications, of this document, the proposer shall, at a minimum, clearly detail within the information submitted under this tab documentation showing:</p> <p>As detailed within Section 4.1, Evaluation Factor No. 2, herein, the proposer's Demonstrated Understanding of the HA's Requirements.</p> <p>As detailed within Section 4.1, Evaluation Factor No. 3, herein, the proposer's Technical Approach (including, if appropriate, labor categories, estimated hours and skill mix) and the proposer's proposed Work Plan to provide the required services.</p> <p>As detailed within Section 4.1, Evaluation Factor No. 4, herein, the proposer's Technical Capabilities (in terms of personnel, equipment and materials) and Management Plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).</p> <p>As detailed within Section 4.1, Evaluation Factor No. 5, herein, the proposer's Demonstrated Experience in performing similar work and the proposer's Demonstrated Successful Past Performance (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation. Labor categories, estimated hours and skill mix) and the proposer's proposed Work Plan to provide the required services.</p> <p>As detailed within Section 4.1, Evaluation Factor No. 4, herein, the proposer's Technical Capabilities (in terms of personnel, equipment and materials) and Management Plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).</p> <p>As detailed within Section 4.1, Evaluation Factor No. 5, herein, the proposer's Demonstrated Experience in performing similar work and the proposer's Demonstrated Successful Past Performance (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation.</p> <p>If appropriate, how staff are retained, screened, trained and monitored;</p> <p>The proposed quality control program;</p> <p>An explanation and copies of forms that will be used and</p>
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	<p>reports that will be submitted and the method of such reports (i.e. written; fax; internet; etc.);</p> <p>A complete description of the products and services the firms provide.</p>
5	<p>Managerial Capacity/Financial Viability: The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, Profile of Firm Form. Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm.</p>
6	<p>Client Information: The proposer shall submit a listing of former or current clients, including the Public Housing Authorities, for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:</p> <p>The client's name;</p> <p>The client's contact name;</p> <p>The client's telephone number;</p> <p>A brief description and scope of the service(s) and the dates the services were provided;</p>
7	<p>Equal Employment Opportunity: The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy.</p>
8	<p>Subcontractor/Joint Venture Information (Optional Item): The proposer shall identify hereunder whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. Please remember that all information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.</p>

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9	Section 3 Business Preference Documentation (Optional Item): For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached hereto as Attachment D and any documentation required by that form.
10	Other Information (Optional Item): The proposer may include hereunder any other general information that the proposer believes is appropriate to assist the HA in its evaluation.

If no information is to be placed under any of the above noted tabs (especially the "Optional" tabs), please place there under a statement such as "NO INFORMATION IS BEING PLACED UNDER THIS TAB" or "THIS TAB LEFT INTENTIONALLY BLANK." DO NOT eliminate any of the tabs.

3.2 Proposal Submittal Binding Method: It is preferable and recommended that the proposer bind the proposal submittals in such a manner that the HA can, if needed, remove the binding (i.e. "comb-type;" etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies then conveniently return the proposal submittal to its original condition.

3.3 Entry of Proposed Fees: The proposed fees shall be submitted by the proposer and received by the HA where provided. Do not submit, enter or refer to any fees or costs within the 10-tab "hard copy" proposal submittal detailed within Section 3.0— any proposer that does so may be rejected without further consideration. Unless otherwise stated, the proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; document copying not specifically agreed to by the HA; etc. Any costs for approved travel required by the will be reimbursed at reasonable cost, as pre-approved by the HA.

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3.4 Additional Information Pertaining to the Pricing Items:

3.4.1 Quantities: All quantities entered by the HA herein are for calculating purposes only. As may be further detailed herein, the HA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, as the ensuing contract will be a Requirements Contract, in that the HA shall retain one contractor only and shall retain the right to order from that contractor (successful proposer), on a task order basis, any amount of services the HA requires.

3.4.2 Price Escalation: At the discretion of the CO, at the end of the first one- year contract period (and at the end of any ensuing extended contract period), there may be an escalation of labor costs allowed, at the discretion of the CO, at the end of the first one-year contract period (and at the end of any ensuing extended contract period), there may be an escalation of labor costs allowed (Pricing Items No. 1-4) in the same amount of any escalation that occurs pertaining to the corresponding or most similar (a) State of Texas Prevailing Wage Rates, (b) Davis-Bacon Wage Rates, or (c) HUD Maintenance Wage Rate Determination (MWRD) for the HA (either used at the HA's discretion). For example, if, at the end of the first contract period the listed Prevailing/Davis-Bacon/MWRD wage rates increase 5% as compared with the listed rates on the date of contract execution, then the Contractor will be entitled to a 5% increase in the labor rates that he/she submitted in response to this RFP. Similarly, for ensuing years, the end-date of the previous contract period shall be the base-line date to determine the previous listed wage rate.

3.4.2.1.1 Notification Must Be Received From Contractor: The Contractor must notify the CO, in writing, of such desired escalation at least 60 days prior to the end of the noted contract period(s). Such escalations may occur no more than once in any 12-month period without the express written consent of the CO.

3.5 Proposal Submission: All proposals must be submitted and time-stamped received in the designated HA office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked "ORIGINAL"), 9 exact copies (each of the 10 separate proposal submittals shall have a cover and extending tabs), and 1 electronic copy of the proposal submittal, shall be placed unfolded in a sealed package and addressed to:

Housing Authority of the City of Laredo, TX
Attention: Alma Mata, Executive Director
2000 San Francisco Avenue
Laredo, TX 78040

The package exterior must clearly denote the above noted RFP number and must have the proposer's name and return address. Proposals received after the

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published deadline will not be accepted.

3.5.1 Submission Conditions: DO NOT FOLD OR MAKE ANY ADDITIONAL MARKS, NOTATIONS OR REQUIREMENTS ON THE DOCUMENTS TO BE SUBMITTED! 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 any of the documents that are submitted to the HA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the HA decides that any such entry has not changed the intent of the proposal that the HA intended to receive, the HA may accept the proposal and the proposal shall be considered by the HA as if those additional marks, notations or requirements were not entered on such. By accessing the noted Internet System, registering and downloading these documents, each prospective proposer that does so is thereby agreeing to confirm all notices that the HA delivers to him/her 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.

3.5.2 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 the HA, including the RFP document, the documents listed within the following Section 3.7, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the HA requirements contained within the documents may cause that proposer to not be considered for award.

3.6 Proposer's Responsibilities--Contact With the HA: It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process to the CO only. Proposers must not make inquiry or communicate with any other HA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the HA to not consider a proposal submittal received from any proposer who may has not abided by this directive.

3.6.1 Addendums: All questions and requests for information must be addressed in writing to the CO (Executive Director). The CO will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the CO will NOT conduct any ex parte (a substantive conversation—"substantive" meaning, when decisions pertaining to the RFP are made—between the HA and a prospective proposer when other prospective proposers are not present) conversations that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the CO—it simply

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means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the CO may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the CO may more fairly respond to all prospective proposers in writing by addendum.

3.7 Pre-proposal Conference: The scheduled pre-proposal conference identified on Page 2 of this document is, pursuant to HUD regulation, not mandatory. Many prospective proposers have previously responded to an RFP with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-conference. Typically, such conferences last 1 hour or less, though such is not guaranteed. The purpose of this conference is to assist prospective proposers in having a full understanding of the RFP documents so that he/she feels confident in submitting an appropriate proposal; therefore, at this conference the HA will conduct an overview of the RFP documents, including the attachments. Prospective proposers may also ask questions, though the CO may require that some such questions are delivered in writing prior to a response. Whereas the purpose of this conference is to review the RFP documents, attendees should bring a copy of the RFP documents to this conference; however, the HA will not distribute at this conference any copies of the RFP documents.

3.0.1 General Directions to the Pre-proposal Conference:

[Table No. 4]

Steps	Attachment Description
1	Take U.S. 35 to the Park St exit
2	East on Park St to San Francisco Ave.;
3	North on San Francisco Ave.; the Administration building is the 2 story yellow brick building you can see to your right hand side.
4	Enter the drive way and proceed to the north side of the building; park in any open spot and enter the building through the double metal doors nearer to the north end of the building, ask the receptionist for the pre-proposal conference.

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3.8 Recap of Attachments: It is the responsibility of each proposer to verify that he/she has downloaded the following attachments pertaining to this RFP, which are hereby by reference included as a part of this RFP:

[Table No. 5]

Attach	Attachment Description
A	Form of Proposal
B	Form HUD-5369-C (8/93), Certifications and Representations of Offerors, Non-Construction Contract
C	Profile of Firm Form
D	Section 3 Forms, including explanation
E	Form HUD-5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
F	<i>HA Instructions To Proposers & Contractors</i>
G	HA Sample Contract Form (please note that this contract is being given as a sample only--the HA reserves the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that the HA feels it is in its best interests to do so)
G-1	Form HUD-5370-C (01/2014), <i>General Conditions for Non-Construction Contracts Section I (With or without Maintenance Work)</i>
H	Conflict of Interest questionnaire

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4.0 PROPOSAL EVALUATION:

4.1 **Evaluation Factors:** The following factors will be utilized by the HA 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:

[Table No. 6]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
1	20 points	Objective	The PROPOSED COSTS the proposer proposes to charge the HA to complete the required work.
2	10 points	Subjective (Technical)	The proposer's DEMONSTRATED UNDERSTANDING of the REQUIREMENT;
3	20points	Subjective (Technical)	The APPROPRIATENESS of the TECHNICAL APPROACH (including labor categories, estimated hours and skill mix) and the QUALITY of the WORK PLAN.
4	20 points	Subjective (Technical)	The proposer's TECHNICAL CAPABILITIES (in terms of personnel, equipment and materials) and the MANAGEMENT PLAN (including staffing of key positions, method of assigning work and procedures for maintaining level of service, etc.).
5	20 points	Subjective (Technical)	The proposer's DEMONSTRATED EXPERIENCE in performing similar work and the proposer's DEMONSTRATED SUCCESSFUL PAST PERFORMANCE (including meeting costs, schedules and performance requirements) of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.
6	10 points	Subjective (Technical)	The OVERALL QUALITY AND PROFESSIONAL APPEARANCE OF THE PROPOSAL SUBMITTED , based upon the opinion of the evaluators.
	100 points	100 points	Total Points (other than preference points)

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4.1.2 Preference Evaluation Factor: The following factors will be utilized by the CO to evaluate each proposal submittal received:

[Table No. 6a]

NO.	MAX POINT VALUE	FACTOR TYPE	FACTOR DESCRIPTION
7		Objective	SECTION 3 BUSINESS PREFERENCE PARTICIPATION: A firm may qualify for Section 3 status as detailed within Attachment D (NOTE: A max of 5 points awarded).
7a	15 points		Priority I: As detailed on page 5 of Attachment D.
7b	12 points		Priority II: As detailed on page 5 of Attachment D.
7c	9 points		Priority III: As detailed on page 5 of Attachment D.
7d	6 points		Priority IV: As detailed on page 5 of Attachment D.
7e	3 points		Priority V/VI: As detailed on page 5 of Attachment D.
	15 points		Maximum Preference Points (Additional)

4.2 Evaluation Method:

4.2.1 Initial Evaluation for Responsiveness: Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The HA reserves the right to reject any proposals deemed by the HA not minimally responsive (the HA will notify such firms in writing of any such rejection).

4.2.2 Evaluation Packet for Proposals Deemed Responsive: Internally, an evaluation packet will be prepared for each evaluator, including the following documents:

4.2.2.1 Instructions to Evaluators;

4.2.2.2 Proposal Tabulation Form;

4.2.2.3 Written Narrative Justification Form for each proposer;

4.2.2.4 Recap of each proposer’s responsiveness;

4.2.2.5 Copy of all pertinent RFP documents.

4.2.3 Evaluation Committee: The HA anticipates that it will select a minimum of a three-person committee to evaluate each of the responsive “hard copy” 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

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member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this RFP. As detailed within Section 3.5 of this document, the designated CO is the only person at the HA that the 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.

4.2.4 Evaluation: The CO will evaluate and award points pertaining to Evaluation Factors No. 1 and Section 4.1.2 (the "Objective" Factors). The appointed evaluation committee, independent of the CO or any other person at the HA, shall evaluate the responsive proposals submitted and award points pertaining to Evaluation Factors No. 2, 3, 4, 5 and 6 (the "Subjective" Factors). Upon final completion of the proposal evaluation process, the evaluation committee will forward the completed evaluations to the CO.

4.2.5 Potential "Competitive Range" or "Best and Finals" Negotiations: The HA reserves the right to, as detailed within Section 7.2.N through Section 7.2.R of HUD Procurement Handbook 7460.8 REV 2, 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 HA in a timely manner as possible, but in any case within no longer than 5 days after the beginning of such negotiations with the firms deemed to be in the competitive range.

4.2.6 Determination of Top-ranked Proposer: Typically, the subjective points awarded by the evaluation committee will be combined with the objective points awarded by the CO to determine the final rankings, which is typically forwarded by the CO to the ED for approval. If the evaluation was performed to the satisfaction of the ED, the final rankings may be forwarded to the Housing Authority Board of Commissioners (BOC) at a scheduled meeting for approval. Contract negotiations may, at the HA's option, be conducted prior to or after the BOC approval.

4.2.6.1 Minimum Evaluation Results: To be considered to receive an award a proposer must receive a total calculated average of at least 70 points (of the 115 total possible points detailed within Section 4.1 herein).

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4.2.6.2 Ties: In the case of a tie in points awarded, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by "drawing lots or other random means of

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

4.2.7.1 Which proposer received the award;

4.2.7.2 Where each proposer placed in the process as a result of the evaluation of the proposals received;

4.2.7.3 The cost or financial offers received from each proposer;

4.2.7.4 Each proposer's right to a debriefing and to protest.

4.2.8 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 HA evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the HA evaluation committee.

5.0 Contract Award:

5.1 Contract Award Procedure: If a contract is awarded pursuant to this RFP, the following detailed procedures will be followed:

5.1.1 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 the HA, including the contract clauses already attached as Attachment G and G-1. Accordingly, the HA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

5.2 Contract Conditions: The following provisions are considered mandatory conditions of any contract award made by the HA pursuant to this RFP:

5.2.1 Contract Form: The HA will not execute a contract on the successful proposer's form--contracts will only be executed on the HA form (please see Sample Contract, Attachments G and G-1), and by submitting a proposal the successful proposer agrees to do so (please note that the HA reserves the right to amend this form as the HA deems necessary). However, the HA will during the RFP

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process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the HA to do so; but the failure of the HA to include such clauses does not give the successful proposer the right to refuse to execute the HA's contract form. It is the responsibility of each prospective proposer to notify the HA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The HA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the HA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

5.2.1.1 Please note that the HA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFP.

5.2.2 Assignment of Personnel: The HA shall retain the right to demand and receive a change in personnel assigned to the work if the HA believes that such change is in the best interest of the HA and the completion of the contracted work.

5.2.3 Unauthorized Sub-Contracting Prohibited: The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant

5.3 Contract Period: The HA anticipates that it will initially award a contract for the period of 1 year with the option, at the HA's discretion, of 4 additional one-year option periods (per HUD regulation, legal services may be contracted for a maximum of only 5 years).

5.4 Licensing and Insurance Requirements: Prior to award (but not as a part of the proposal submission) the successful proposer will be required to provide:

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

5.4.2 An original certificate evidencing General Liability coverage, naming the HA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the HA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$5,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;

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- 5.4.3 An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$5,000,000), with a deductible of not greater than \$1,000;
- 5.4.4 An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
- 5.4.5 A copy of the proposer's business license allowing that entity to provide such services within the State of Texas;
- 5.4.6 If applicable, a copy of the proposer's license issued by the State of Texas licensing authority allowing the proposer to provide the services detailed herein.
- 5.4.7 The requested related information shall also be entered where provided for on the Profile of Firm Form (DO NOT ATTACH SUBMIT COPIES WITHIN THE PROPOSAL SUBMITTAL--we will garner the necessary certificates from the successful proposer prior to contract execution).

Right To Negotiate Final Fees: The HA 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 may, at the HA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the HA has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 5 business days, the HA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The HA shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

- 5.5 **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..

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