

HOUSING AUTHORITY OF THE CITY OF ORANGE
516 Burton Avenue
Orange, Texas 77630
Phone: (409) 883-5882 or (409) 883-5883
Office Hours: 8:00A.M.-4:30P.M.

Request for Proposal
No. RFP-2024-06
Environmental Review Service
Authority Wide

OPENING DATE: August 1, 2024

TO: Prospective Bidders

REQUEST FOR PROPOSAL: 2024-06

SEPARATE SEALED PROPOSALS FOR: Environmental Review Service

LOCATION: HACO Main Office
Board Room
516 Burton Avenue
Orange, Texas 77630

PROPOSALS WILL BE RECEIVED AT: HACO Main Office
Attn: Cleveland Como
Project Coordinator
516 Burton Avenue
Orange, Texas 77630

CLOSING DATE: August 30, 2024

CLOSING TIME: 2:00 P.M.

By submission of a proposal the bidder agrees, if the bidder's proposal is accepted, to enter into a contract with the Housing Authority of the City of Orange (HACO), to complete all work as specified or indicated in the contract document, for the contract price and within the contract time indicated in the RFP. The bidder further accepts the terms and conditions of the RFP.

Proposals must be prepared in accordance with the section entitled "Submittal of Proposal", and will be evaluated by the HACO. Evaluation will be based on the criteria within this **RFP**.

Copies of the RFP, which includes the scope of services, conditions and requirements, may be obtained from the Main Office located at the address listed above. Persons who require special accommodations should immediately contact the HACO Contracting Officer at (409) 883-5882, Ext. 316.

The HACO reserves the right to accept or reject any or all proposals, or any proposal, and to waive any informalities or irregularities.

A copy of this solicitation is available at www.orangeha.com under About Us / Business Opportunities Section. Questions regarding the attached RFP should be directed to the Contracting Officer in writing ten (10) days prior to the proposal due date. Questions received after the deadline will not be answered.

Contracting Officer: Cleveland Como

REQUEST FOR PROPOSAL

INTRODUCTION:

The Housing Authority of the City of Orange (HACO) hereby requests proposals from qualified firms or individuals to provide Environmental Review services to the Housing Authority's nine properties, Alexander Homes, Cove Terrace, Craig Homes, James Zay, Park Avenue Manor, Velma Jeter Manor, Whispering Oaks, Willow Bend, and James Gans main office.

The Housing Authority of the City of Orange (HACO) is a Public Housing Agency with approximately eighty-four (84) conventional public housing units located at three (3) sites within the Orange city limits. The HACO additionally administers a Section 8 Program with consists of approximately eight hundred sixty-eight (868) units.

The HACO was incorporated in 1940 and began participation under the provisions of the United States Housing Act of 1937. The Housing Authority Board of Directors (HACO) is governed by a five (5) member Board of Commissioners. The Mayor of the City of Orange appoints members of the governing board for staggered terms; they, in turn, elect a Chairperson and Vice Chairperson. The board members also appoint an Executive Director to administer the affairs of the Authority.

RFP INFORMATION AT A GLANCE:

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|--|--|
| HACO CONTACT PERSON | Cleveland Como Phone: 409 883-5882, Ext. 316 FAX: 409 883-8014 |
| HOW TO OBTAIN THE RFP DOCUMENTS: | Available on Thursday August 1, at 9:00 A.M. Housing Authority of the City of Orange 516 Burton Avenue Orange, Texas 77630 |
| HOW TO OBTAIN THE RFP DOCUMENTS ON THE WEBSITE: | Access: www.orangeha.com Click on the About Us / Business Opportunities |
| TYPE OF SERVICE | Environmental Review Service |
| OPENING Date | August 1, 2024 |
| CLOSING DATE | August 30, 2024 |

SCOPE OF WORK REQUIREMENTS:

- A. Contractor shall provide qualified personal to perform various duties as directed by the authorized HACO representative. Respondent shall obtain approval from the authorized HACO representative for service requiring more than one licensed.

- B. The selected firm(s) will have adequate staff to provide Environmental Service for HACO.
- C. Estimate: The authorized HACO representative will authorize all non-emergency work. The successful vendor will provide written "not-to-exceed" estimates on all non-emergency work. The estimate will include the estimated number of hours, hourly rate, number and type of employees required, estimated material cost and completion date. It will be the successful vendor's responsibility to ensure that it as all information necessary to prepare accurate estimates.
- D. The HACO will not bear costs for work to develop estimates. Work will only be performed with the HACO's written authorization within the time period agreed upon between the HACO and the selected vendor. Once authorized, the cost of actual work will not exceed the successful vendor's estimate. Unreasonable estimate will be deemed cause to terminate this contract.
- E. Technicians shall contact the authorized HACO representative upon arrival at the job site. Actual travel time to and from the work location will not be reimbursable under the contract. Travel cost shall be included in the hourly rate for labor. Technicians shall ensure that the authorized HACO representative logs the start and completion times on the service ticket for services performed. Technicians shall provide the following information on the service ticket: building number, name of individual performing the work, and if applicable, the HACO work order number issued for that job.
- F. All work required to correct any problems diagnosed by the Contractor shall be approved by the authorized HACO representative prior to work being performed. Respondent shall work until each job is completed and when necessary; respond to multiple requests for services at the same time.
- G. Any work requiring a separate license shall be performed under the applicable license as required under local or state law.
- H. Contractor shall leave the work area clean and free of materials, debris, and Contractor equipment to the satisfaction of the authorized HACO representative. Respondent shall remove from the building and dispose of all defective materials removed in the performance of the service and in strict accordance with all applicable rules, regulations, codes, laws, ordinances, statutes, etc.
- I. Contractor shall clean all areas of scrap materials, dirt, dust, and debris generated in the performance of the service at the time the service is provided.
- J. Contractor shall clean, repair or replace any item damaged by the respondent or its subcontractor(s) during the performance of the service to the satisfaction of HACO, and at no additional cost to HACO.

M. Miscellaneous Services:

- a. The Contractor shall provide a cost estimate, which shall be approved by the authorized HACO representative prior to any work being performed.

CONTACTOR REQUIREMENTS:

- A. Any contract awarded pursuant to this solicitation is contingent upon compliance with this requirement and a satisfactory background check as determined by HACO.

- B. Use of Subcontractors
 - 1. If subcontractors will be used in the performance of this contract, Contractor must complete and submit with its response a list which will include the subcontractor name; company name, address, telephone, fax number and services they will be providing that will be utilized under this contract.

 - 2. Contractor shall not assign any duties to perform services nor to provide goods to HACO under this contract to a subcontractor that is not listed in Contractor's response to this solicitation.

 - 3. If a subcontractor is removed from the contact at any time during the term, Contractor must notify HACO's Contract Administrator in writing with name of subcontractor, reason for removal and effective date.

 - 4. If Contractor desires to add a subcontractor at any time during the term of the contract, Contractor must submit to HACO Contract Administrator in writing the following information on the subcontractor; company name, address, telephone, fax number, services the subcontractor will be providing and the proposed effective date. Subcontractor may not begin providing service until approved by HACO.

 - 5. Contractor is responsible for ensuring that all subcontractors who provide goods or services under this contract comply with the terms and conditions of the contract.

SUBMISSION REQUIREMENT: All proposals must be submitted and time-stamped received in the designated HACO's office no later than submittal deadline stated herein. **One plainly marked and signed original proposal must be submitted along with five copies.** The package exterior must clearly be marked **RFP 2024-06 Environmental Review Service** and must be sealed having the proposer's name, return address and addresses to:

Housing Authority of the City of Orange
Attn: **Cleveland Como**
Project Coordinator
516 Burton Avenue
Orange, Texas 77630

Contract Term: This contract is initially executed for Environmental Review service for Two years only. The HACO has the option to extend this contract for an additional one year

Insurance Requirements

The Contractor shall maintain the following insurance coverage during the effective term(s) of this contract

General Liability Insurance: coverage, naming the HACO as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the HACO as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, 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.

Automobile Liability: coverage in a combined single limit of \$250,000. For every vehicle utilized during the term of this contract, when not owned by the contracting entity, must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and bodily injury of \$5,000 with a deductible not greater than \$1,000

Section 3 Requirement: As detailed within 24 CFR 135.38, *Section 3 clause*, the following is required.

The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

When Section 3 is triggered by the need for new hires, contractors and subcontractors will make every effort within their disposal to the greatest extent feasible to attempt to hire Section 3 residents amounting to at least 30% of the aggregate number of full-time new hires. In the alternative, a contractor can donate a percentage of the contract, back to the Housing Authority for resident training.

Section 3 Business: Is a business willing to hire residents of HACO, and/or people who live in the area. To qualify as a Section 3 business, entity must self-certify on HUD registry at www.hud.gov/sec3biz and provides evidence, as required, of a commitment to subcontract in

excess of 25 percent of the dollar award of all subcontracts to businesses that meet the qualifications of a Section 3 residents.

Conflict of Interest: HUD regulation 24 CFR Part 84 and 85 prohibit an employee officer or agent of the/grantee/ sub grantee or recipient/ sub recipient from participating in the selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.

Davis-Bacon-Act: For all construction contracts awarded in excess of \$2,000 when required by Federal Grant Program legislation, both parties hereby agree to comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented in Department of Labor Regulations (29 CFR Part 5).

Minority/ Women Business Enterprise (M/WBE): For Disclosure of minorities and women participating as contractors or subcontractors under this contract. (See the Bid Form for M/WBE attached as Exhibit B)

Bid Documents

Bid Form

See Exhibit A attached hereto.

Bidders Proposal M/WBE

See Exhibit B attached hereto.

Proposal Evaluation

See Exhibit C attached hereto.

Conflict of Interest questionnaire

See Exhibit D attached hereto.

General Contract Conditions

See Exhibit E attached hereto.

Notices

The HACO does not discriminate based on race, sex, age, color, national origin, religion, or disability in its employment opportunities, programs, services, or activities.

The HACO reserves the right to reject any and all bids; to waive any informality in the RFP process; and/or to terminate the RFP process at any time, if deemed by HACO to be in its best interest. If equal low bids are received, the HACO will draw lots or use a similar random method for selection.

BID FORM

**Housing Authority of the City of Orange
Environmental Review RFP-2024-06
516 Burton Avenue Orange Texas 77630
Due Date: Friday August 30, 2024
By: 2:00 p.m.**

Name of Bidder: _____
Address: _____

Telephone No.: _____

To: Housing Authority of the City of Orange
516 Burton Avenue
Orange, Texas 77630

Attn.: Cleveland Como

Proposal:

Labor cost:

Material cost:

Bid amount: Dollars (\$ _____)

BIDDERS PROPOSED M/WBE PARTICTION FORM

Please list below the name of all firmly committed contractors and subcontractors that will work on the project, their M/WBE status, official recognized/self-certified M/WBE designation, the dollar amount and the percent of the total contract that will be performed by the entity.

| Name of (sub) Contractor | MBE Status | MBE Certifications | Dollar Amount | Percent of Contract Amount |
|---------------------------------|------------|--------------------|---------------|----------------------------|
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| | | | | |
| | | | | |
| Name of (sub) Contractor | MBE Status | MBE Certifications | Dollar Amount | Percent of Contract Amount |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total WBE Dollar and Percentage | | | | |

Use additional pages, if necessary.

Name of Firm

Signature and Date

Proposal Evaluation:

Evolution Factor: The following factors will be utilized by HA to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer within his/her proposal submittal:

| NO. | Max points Value | Factor Type | Factor Description |
|-----|---------------------|---------------------------|--|
| 1 | 60 points | Objective | The proposed cost the proposer proposes to charge the HA provide the required work. |
| 2 | 10 points | Subjective (Technical) | The proposer's demonstrated understanding of the requirement: |
| 3 | 10 points | Subjective (Technical) | The appropriateness of the technical approach (including labor categories, estimated hours and skill mix) and quality of work plan: |
| 4 | 5 points | Subjective (Technical) | The proposer's technical capabilities (in terms of personnel, equipment and materials) management plan (including staffing of key positions, method of assigning work and procedures for maintaining level of service, ect.). |
| 5 | 10 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 | 5 points | Subjective (Technical) | The overall Quality and professional appearance of the proposal submitted, based upon the opinion of the evaluators. |
| | | | |
| | 100 points | | Total points (other than preference points) |

Housing Authority of the City of Orange

Conflict of Interest Questionnaire

The Housing Authority of the City of Orange is responsible for knowing what conflicts might exist and to manage, reduce, or eliminate those conflicts. The key to handling these potential conflicts is *full disclosure* of any potential conflict or the appearance of a conflict. It should be noted that we believe it appropriate to disclose any family members that may be supported by, employed by, a vendor of, or business associate of the Housing Authority of the City of Orange. Each Contractor will complete a conflict of interest disclosure form to inform the Housing Authority of the City of Orange of situations that pose or may give the appearance of conflict of interest.

If you have questions as to whether a conflict of interest exists, we encourage you to discuss this with Contracting Officer and/or disclose this information on the form.

I certify by signing below I acknowledge receipt of the Conflict of Interest questionnaire and that I have accurately completed this disclosure form to the best of my knowledge.

Please check the statement that pertains to your disclosure:

- I hereby report that to the best of my knowledge, information and belief, no situation in which I am involved personally or professionally could be construed as a violation of the Contractor Conflict of Interest Policy, or as placing me in a position of having a conflict of interest with the Housing Authority of the City of Orange.
- I hereby disclose the following circumstances that may constitute a conflict of interest, as described in the Contractor Conflict of Interest Policy above (please document all situations below that are or may be considered a conflict of Interest):

I understand that it is my responsibility to contact the Housing Authority of the City of Orange's Contracting Officer to complete a Conflict of Interest and Disclosure form to notify the Housing Authority of the City of Orange of any changes and/or additions that may occur throughout the contract.

| | |
|---|----------------------|
| Contractor Name (<i>please print</i>) | Contractor Signature |
| Contractor Title | Date |
