

NOTICE OF REQUEST FOR PROPOSALS

The Housing Authority of Kansas City, Kansas hereby provides notice that it will receive proposals from licensed Architectural/Engineering (A/E) firms or consulting firms for services which include the production of design documents and construction inspection, for various physical improvements to be funded under a federal grant.

Written proposals will be received in person, or through the mail, until 5:00 p.m., CST, on January 13th, 2010, at the Kansas City Kansas Housing Authority office located at 1124 North 9th Street, Kansas City, Kansas. In selecting the A/E firm to perform these services consideration will be given to those criteria listed in the Request for Proposals (RFP). The Housing Authority reserves the right to reject any and all proposals, and to negotiate with top-rated firms. All qualified firms, including minority-owned businesses, and women business enterprises, are invited to submit proposals.

Copies of the RFP, which contains the instruction for submitting proposals, outline of housing developments and modernization work, scope of services required, and sample contract form, may be obtained at the Housing Authority's administrative office between the hours of 7:00 a.m. and 5:30 p.m. Monday through Friday, beginning January 4, 2010.

A Pre-proposal Conference will be held on January 7th 2010 at 10:00 a.m. in the Administrative Offices at 1124 North 9th Street, Kansas City, Kansas 66101.

Questions regarding the RFP should be directed to Mr. Anthony J. Shomin, Modernization Coordinator at (913)-279-3436.

1. Project Overview

The Housing Authority of Kansas City Kansas has received funding under the U. S. Department of Housing and Urban Development Capital Fund Program to perform various physical improvements to its housing developments.

The work has been divided into the following categories:

These projects have been approved and are in immediate need:

1. K1-1 Juniper Gardens Community Center Roof Replacement

This project consists of removal and replacement of the roof system on the community center.

The budget for this project is \$100,000.

2. K1-5 Belrose Manor Sink Hole Repair

This project involves the investigation of the cause and repair of a sink hole at K1-5 Belrose Manor.

The budget for this project is to be determined.

3. K1-3 Cyrus K. Holiday, K1-5 Belrose Manor, and K1-6 Douglas Heights Family Playground Improvements

These developments have designated playground areas where improvements are needed. New equipment and or repair of existing equipment are required. Installation of a new rubberized or safety ground cover is needed and included in this project.

The budget for this project is to be determined.

4. K1-6 Douglas Heights Tower Site Improvements

This project consists of the replacement of damaged concrete areas including the removal and replacement of curbs, sidewalks, drives, and parking areas as needed.

The budget for this project is \$60,000.

5. K1-23 Scattered Site Roof, Gutter, and Fascia Replacement

This project consists of removal of the existing shingle roof and gutter system, repair of rotted roof sheathing and fascia, installation of an additional layer of sheathing and installation of new flashing, a laminated roof shingle system, and gutter system on 17 buildings in this development. Painting of the fascia prior to installation of the gutter system is included in this project.

The budget for this project is \$180,000.

6. K1-Family Developments Attic Insulation

This project is the installation of blown-in attic insulation in various family developments to achieve an R-38 attic insulation system. This project will be bid by family development. The number of developments to be completed will be determined by the available funding in the 2009 ARRA funding.

The budget for this project will be determined by available ARRA 2009 funding.

The above projects are possible American Recovery and Reinvestment Act (ARRA) Projects, funded by stimulus funding from HUD. These projects must be designed, plans reviewed, the project bid and under contract (awarded by the Housing Authority Board of Commissioners) prior to March 1, 2010. Time schedules should reflect this time table.

Interested firms must submit a separate price proposal for any of the (6) six categories of work in which they have an interest. The budgets for each subdivision are guidelines for use in designing the project (see Article "A" Design Professional Services in the Model form of Agreement Between Owner and Design Professional Document included in this RFP), and the A/E firm must prepare an independent cost estimates for each item of work. All schedules for completion of each phase of work required by the contract must be included with each price proposal.

2. INSTRUCTIONS TO RESPONDENTS OF THE REQUEST FOR PROPOSALS

A. Proposal Contents: Respondents must include in their proposals the following information:

1. Certification that the A/E firm is not debarred, suspended or otherwise prohibited from practice by federal, state or local governments.
2. Evidence that the A/E firm is registered to practice in the State of Kansas; or if registration is pending, when it is anticipated registration will be granted;
3. Evidence of worker's compensation, comprehensive general liability, and automobile insurance;
4. Standard Forms 330 Part 1 and Part 2, and any documentation providing information on education, experience, and certifications of principals and key personnel (if different from principals); along with the name of the A/E firm's contact person. (Key personnel are defined as those individuals who will have primary responsibility for the A/E firm's performance of the various phases of the project.) In addition to the above, a narrative statement highlighting experience, in any, of the following areas:
 - a. Multi-family housing complexes;
 - b. Public Housing modernization programs funded through Comprehensive Improvements Assistance Program (CIAP), Comprehensive Grant Program (CGP), or Capital Fund Program (CFP) grant funds.
 - c. Modifications to apartment complexes and/or public buildings for the purpose of making them accessible in accordance with the Uniform Federal Accessibility Standards (UFAS), Architectural Barriers Act of 1968, American with Disabilities Act or ANSI A117.1 1980 (or later edition);
 - d. Experience with renovation projects within the City of Kansas City Kansas; and
 - e. Evidence of the A/E firm's ability to communicate in writing. Include excerpts from invitations to bid, design or evaluation reports, inspections reports, change orders, etc. Limit the number of pages to a maximum of 10.
5. Statement of qualifications (certifications, specialized training, and experience) of principals and all key personnel, and profile of firms for all professional subcontractors used in the project; e.g., roofing specialists, civil/mechanical/electrical engineers, etc. SF330 may be used in this regard. (It is preferable that the A/E firm retain a qualified specialist to design those portions of the project which require that expertise). In addition, explain how each subcontractor will be used in the project.
6. At least five references from current or former clients (development or building owners) of projects undertaken within the last five years. If possible, select references relating to scale of projects similar in nature to that of the subject project.
7. Indication if the A/E firm has been terminated for cause from a project within the last five years, if so, the reasons and circumstances surrounding the termination.
8. Fixed price, less reimbursables for completing the project in accordance with the RFP; a separate price estimate for reimbursables; a schedule of

the estimated hours required for each member of the A/E firm and its subcontractors to complete each subdivision of the project; a schedule of the hourly rates for each staff member (less overhead and profit); a schedule of the hourly rates for each subcontractor (which includes subcontractors' overhead and profit); and overhead and profit.

9. The approximate number of calendar days it will take the A/E firm to produce the analysis, recommendations, pre-design, design and construction documents for each subdivision of the project, once a Notice to Proceed is issued.

- B. **Deadline for Submittal:** Submit the proposal to the Kansas City Kansas Housing Authority by 5:00 p.m. CST, Wednesday, January 13th, 2010. All respondents will be notified by mail as to the outcome.

- C. **Pre-Proposal Conference:** Firms are encouraged to attend a pre-proposal conference on Thursday, January 7, 2010, at 10:00 a.m. at the administrative offices of the Housing Authority. Call the office at (913)-281-3300 to RSVP.

- D. **Interpretations and Addenda:** Requests for interpretations concerning any aspect of the RFP shall be directed to the Housing Authority's Contracting Officer (CO). Any inquiry made at least ten days before the deadline fixed for submittal of proposals will be given consideration for a written interpretation. Written interpretations, along with any modifications to the RFP, will be in the form of an addendum, which will be available in the Housing Authority's office at least seven calendar days before the submittal deadline. The addenda will be mailed or faxed to each respondent, but it shall be the respondent's responsibility to make inquiry as to what addenda, if any, were issued. All respondents will be bound by such addenda, whether or not received.

- E. **Protests:** Protest concerning the RFP shall be made in writing, and delivered to the Housing Authority's CO at least ten working days prior to the deadline of proposal submittal. Protest concerning the outcome of the selection process must be made in writing to the CO within ten working days of selection of the successful firm(s). Although the Housing Authority will make notification as to the outcome of the selection process to each respondent, it shall be the responsibility of each respondent to determine when the selection has been made.

- F. **Disputes:** All claims regarding the performance of the contract shall be made in writing to the Housing Authority's CO. The CO will respond with his decision, in writing. If a dispute results, the firm shall proceed diligently with the performance of the contract. If at the end of the contract any dispute still exists, the CO's decision may be appealed to the Chairman of the Board of Commissioners of the Housing Authority. If the decision by the Chairman of the Board is not acceptable, an appeal may be referred to an independent arbitrator or mediator, which is agreeable to both parties, or a suit may be filed in court of competent jurisdiction. In the event that a dispute escalates to legal action, the legal action is required to be filed in the State of Kansas in accordance with the laws of the State of Kansas. A local agent is required to be appointed for service of process at time contract is awarded.

- G. **Certification of Compliance:** The respondents, if successful, will be required to submit within ten days from the date of receipt of the notice of an award a current Certificate of Compliance from the Human Resources Department of the Unified Government of Wyandotte County, Kansas City, Kansas. Contact the Human Services Department located on the 5th floor of the Municipal Office Building, 701 North 7th Street, Kansas City, Kansas 66101, or call (913)-573-5460 for information regarding compliance requirements.

3. DESCRIPTIONS OF DEVELOPMENTS

- A. **Development Names and Numbers.** All or part of the following developments maybe included in the proposed renovation projects:

DEVELOPMENT NAME	DEVELOPMENT #
Juniper Gardens	K1-1
St. Margaret's Park	K1-2
Cyrus K. Holiday	K1-3
Wyandotte Tower	K1-4
Belrose Manor	K1-5
Douglas Heights	K1-6
Scattered Site	K1-7
Scattered Site	K1-9
Scattered Site	K1-10
Grandview Park	K1-11
Chalet Manor	K1-12
Welborn Villa	K1-13
Bethany Tower	K1-14
Scattered Site	K1-15
Glanville Tower	K1-17
Rosedale Tower	K1-18
Westgate Tower	K1-20
Scattered Sites	K1-21
Scattered Site	k1-22
Scattered Site	K1-23
Plaza Tower	K1-24

- B. **Description.** A summary of the number of buildings, units and bedroom size breakdown for each development is included in this document, in the "Index to Housing Units" and "Development List."

4. SCOPE OF REQUIRED SERVICES

- A. **General:** The A/E firm will provide all architectural, engineering and specialized (e.g., roofing, surveying, etc.) expertise necessary to perform both the "Services" outline in Article "A" in the enclosed "Model Form of Agreement Between Owner and Design Professional" and services described below.
- B. **Specific:** The scope of services will include the following:

1. Pre Design Documents Phase. The A/E firm will be responsible for:
 - a. Site and topographic surveys.
 - b. As-built drawings for representative dwelling units and structures;
 - c. Evaluation of systems (current specifications, condition of equipment and materials, compliance with code requirements, and potential for upgrading relative to proposed modernization) for representative dwelling units and community /administration buildings; and
 - d. Evaluation of supporting walls and structures.
2. Design Documents Phase: The firm will submit to the Housing Authority design documents which provide the following information for each project subdivision:
 - a. Design summary, which includes basic information on equipment and materials to be used;
 - b. Cost estimates for each improvement item; and
 - c. Provide conceptual drawings for interior and exterior improvements.
3. Construction Document Phase: The A/E firm will provide plans and technical specifications suitable for use in bidding each subdivision of the project. The technical specifications will be written so as to provide a generic description of the equipment or materials required. However, three or more manufacturers and/or models may be listed as examples of equipment or materials, which meet the specification, in addition to the generic specifications. Appropriate references to AAMA /ANSI/ASME/ASTM standards and testing requirements will be made. Specifications will provide enough guidance on method of installation to safeguard against poor construction practices.

The consultant will also compile an Invitation For Bid (IFB) for each project subdivision using the plans and technical specifications, and other bid documents (some of which will be supplied by the Housing Authority). The IFBs must be acceptable to both the Housing Authority and HUD before each portion of work can be bid.

4. Bidding Phase. The A/E firm will be available to answer questions from prospective bidders concerning requirements of each IFB; administer the bid opening for each; assist the PHA in evaluating bids for each; schedule and attend a pre-bid conference and schedule and attend a pre-construction conference.
5. Construction Phase. The A/E firm will be required to make a minimum of one inspection every week during construction (see Section A.1.2.5), along with one inspection at "substantial completion", and one inspection after completion of punch list. The A/E firm will complete inspection reports following each of the site visits. A copy of the report will be submitted to the Housing Authority.
6. Other Requirements. The A/E firm, consultant, engineer, or specialist will perform other services required per Article A,

"Services" and Article E, "Additional Requirements," Sections of the Model Form of Agreement Between Owner and Design Professional, specifically, but are responsible for all terms and conditions of said agreement.

5. METHOD OF EVALUATION OF PROPOSALS

A. List of Selection Criteria: The following rating criteria will be used to evaluate the proposals:

1.	Qualifications of Firms Principals	30 Points
	Key Technical Staff	30 Points
	Subcontractors	20 Points
2.	Fixed price to complete the project (less estimated reimbursables)	40 Points
3.	Record in completing previous projects	30 Points
4.	Ability to provide services in a timely manner	30 Points
5.	Past performance with Kansas City Kansas Housing Authority modernization projects, as evidenced by the following criterion (0-20 points for each factor; 10 is average; and 10 for no experience.):	
	a. Suitability of design;	20 Points
	b. Adequacy of technical specification and IFB's and	20 Points
	c. Thoroughness for similar projects	20 Points
6.	References for similar projects	20 Points
7.	Location of Firm	10 Points

B. Procedure: All proposals will be rated using selection criteria 1 through 7 above. The A/E firm submitting the highest rated proposal will be interviewed; and then be permitted to submit a revised cost proposal. Should the Housing Authority and the A/E firm reach an agreement, the A/E firm will then be offered to contract with the Housing Authority. Otherwise, the Housing Authority will follow the same process with the A/E firm submitting the next highest-rated proposal and so on.

C. Failure to provide any of the following requirements results in elimination for consideration:

1. Current Kansas Registration
2. Certification that the A/E firm is not disbarred or suspended by any Federal, State, or Local Agency.

3. Certification of insurance evidencing workman's compensation coverage, general liability coverage, and automobile coverage.
4. Certificate of Compliance from the Human Resources Department of the Unified Government of Wyandotte County, Kansas City, Kansas. The successful A/E firm will be required and agrees to provide within ten days of receipt of the notice of an award a current Certificate of Compliance.

**INDEX TO HOUSING UNITS
KANSAS CITY KANSAS HOUSING AUTHORITY**

DEV. #	DEVELOPMENT NAME	LOCATION	BUILDINGS		Elderly / Handicap	Dwelling Unit Size						Total Units	
			Dwelling	Other		0BR	1BR	2BR	3BR	4BR	5BR		6BR
K1-1	Juniper Gardens	3rd St. and Walker Ave.	66	1		0	84	92	84	5	0	0	265
K1-2	St. Margaret's Park	Mill St. and Gilmore Ave.	50	2		0	10	30	44	12	4	0	100
K1-3	Cyrus K. Holiday	1700 Blk of 35th and 37th St.	26	1		0	4	16	32	6	2	0	60
K1-4	Wyandotte Towers	915 Washington Blvd.	9	2	302	90	182	30	0	0	0	0	302
K1-5	Belrose Manor	40th Ave. & Mission Rd.	45	1		0	6	36	36	8	4	0	90
K1-6E	Douglas Heights	1742 South 40th St.	1	0	101	0	96	5	0	0	0	0	101
K1-6F	Douglas Heights	42nd St. & Lawrence Dr.	27	1		0	0	39	42	14	4	0	99
K1-7	Scattered Sites	Scattered	6	0		0	0	0	24	0	0	0	24
K1-9	Scattered Sites	Scattered	15	0		0	0	4	22	2	2	0	30
K1-10	Scattered Sites	Scattered	21	0		0	0	0	40	2	0	0	42
K1-11	Grandview Park	14th St. and Ray Ave.	20	0		0	0	0	32	6	2	0	40
K1-12	Chalet Manor	Birch St. and Ruby Ave.	17	1		0	0	2	54	6	4	0	66
K1-13	Welborn Villa	51st St. & Leavenworth Rd.	5	1	80	0	78	2	0	0	0	0	80
K1-14	Bethany Park Tower	1131 Central Ave.	1	0	153	0	139	14	0	0	0	0	153
K1-15	Scattered Sites	No. 46th St. & Oak Ave.	20	0		0	0	0	13	4	2	1	20
K1-17	Glanville Tower	730 Nebraska Ave.	1	0	108	4	100	4	0	0	0	0	108
K1-18	Rosedale Tower	2314 West 39th Ave.	1	0	122	0	110	12	0	0	0	0	122
K1-20	Westgate Tower	6100 Leavenworth Rd.	1	0	163	0	152	11	0	0	0	0	163
K1-21	Scattered Sites	Scattered	4	0		0	0	8	0	0	0	0	8
K1-22	Westgate Villa	3201 No. 61st St.	5	0	20	0	16	4	0	0	0	0	20
K1-23	Scattered Sites	So. 73rd St. & Kansas Ave.	19	0		0	0	38	0	0	0	0	38
K1-24	Plaza Tower	1200 No. 75th Place	1	0	115	0	109	6	0	0	0	0	115
TOTALS			361	10	1164	94	1086	353	423	65	24	1	2046

Development List

Development	DOFA	EIOP	Units		Addresses
			#	Type	
K1-1 Juniper Gardens	Aug-62	Dec-62	265	Family	1972-2089 N. 1st, 1968-2047 N. 2nd, 1709-2037 N. 3rd (odd), 101-231 Stewart (odd), 100-222 Edgerton, 201-207 Richmond (odd), 101-211 Walker, 100-214 New Jersey(even)
K1-2 St. Margaret's Park	Jul-63	Dec-63	100	Family	745-817 Gilmore (odd), 308-355 Perry Square, 301-355 S. Mill (odd), 300-327 S. 8th
K1-3 Cyrus K. Holiday	Jan-67	Jun-67	60	Family	1702-1846 S. 35th (even), 1702-1750 S. 37th Ct., 1720 & 1722 S. 37th St.
K1-4 Wyandotte Tower	Apr-69	Sep-69	302	Elderly	915 Washington Blvd., 1109-1231 N. 10th (odd)
K1-5 Belrose Manor	Oct-68	Mar-69	90	Family	3035-3060 W. 40th, 2717-2723 W. 40th Terr., 2708-2810 W. 41st (even), 4030-4051 Fisher, 4006-4044 Lloyd, 4002-4051 Thompson
K1-6 Douglas Heights	Feb-72	Jun-72	101	Elderly	1742 S. 40th St.
			99	Family	1731-1761 S. 42nd (odd), 4000-4025 Barber Ct., 4100-4123 Lawrence Ct., 4000-4107 Lawrence Dr., 4100-4117 Willard Ct.
K1-7 Scattered Sites	Feb-70	Mar-70	24	Family	2202-2208 N. 3rd(even), 2060-2066 N. 5th (even), 2413-2419 N. 5th (odd), 425-439 Cleveland (odd), 331-337 Greeley (odd)
K1-9 Scattered Sites	Jun-73	Jun-73	30	Family	1517 & 1519 N. 11th, 716-722 Freeman (even), 823-829 Lafayette (odd), 836-842 Lyons (even), 924 & 926 New Jersey, 933-939 New Jersey (odd), 826-832 Parallel (even), 831 & 833 Troupe, 1315-1321 Washington (odd).
K1-10 Scattered Sites		Mar-73	42	Family	314-330 S. Boeke (even), 322-348 N. Coy (even), 1131-1137 Freeman (odd), 405 & 407 Greeley, 1030-1040 Ohio (even), 922-932 Ray (even), 366 & 368 Rowland, 2304 & 2306 Springfield
K1-11 Grandview Park	Oct-70	Mar-71	40	Family	350-364 S. 13th, 331 & 333 S. Valley, 1236-1322 Ray, 334 & 336 S. Valley
K1-12 Chalet Manor	Dec-70	Mar-71	66	Family	1602-1724 Birch, 2402-2417 Elmwood, 2207 & 2209 Ruby
K1-13 Welborn Villa	Aug-74	Dec-74	80	Elderly	5120, 5122, 5124, 5128, 5132, & 5140 Leavenworth Rd.
K1-14 Bethany Tower		Jul-76	153	Elderly	1131 Central Ave.
K1-15 Scattered Houses		Mar-73	20	Family	3229-3257 N. 45th (odd), 4518-4555 Oak, 4515 & 4543 Parkview
K1-17 Glanville Tower	Feb-74	Sep-74	108	Elderly	730 Nebraska Ave.
K1-18 Rosedale Tower	Oct-75	Oct-75	122	Elderly	2314 W. 39th Ave.
K1-20 Westgate Tower	Sep-76	Sep-76	163	Elderly	6100 Leavenworth Rd.
K1-21 Scattered Sites		Jun-79	8	Family	1407-1429 N. 63rd Pl.
K1-22 Westgate Villa		Dec-80	20	Elderly	3127-3215 N. 61st St.
K1-23 Scattered Sites		Dec-82	38	Family	2439 & 2441 N. 67th, 1427-1435 N. 63rd (odd), 609-666 S. 73rd, 7301 & 7303 Osage, 7309 & 7311 Kansas
K1-24 Plaza Tower	Nov-81	Jun-82	115	Elderly	1200 N. 75th Place