

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 “Chiller Replacement at K1-20 Westgate Tower” to be funded under a federal grant.

Written proposals will be received in person, or through the mail, until 5:00 p.m., CDT, on June 16th, 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). 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.

The RFP, which contains the instruction for submitting proposals and scope of services required are described below and a sample contract form is attached.

A Pre-proposal Conference will be held on June 9th 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.

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. 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.
 5. 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.

6. 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.
 7. 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; 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.
 8. 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. CDT, Wednesday, June 16th, 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, June 9th, 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.

SCOPE OF REQUIRED SERVICES

- A. General: The A/E firm will provide all architectural, engineering and specialized 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. Evaluation of equipment systems (current specifications, condition of equipment and materials, compliance with code requirements, and potential for upgrading relative to proposed modernization) for representative equipment; and
 - b. 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:
 - a. Design summary, which includes basic information on equipment and materials to be used;
 - b. Cost estimates; and
 - c. Provide conceptual drawings.
 3. Construction Document Phase: The A/E firm will provide plans and technical specifications suitable for use in bidding. The technical specifications will be written so as to provide a generic description

The consultant will also compile an Invitation For Bid (IFB) 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 the IFB; administer the bid opening; assist the PHA in evaluating bids; 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.

METHOD OF EVALUATION OF PROPOSALS

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

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| 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.