

I. INSTRUCTIONS TO RESPONDENTS OF THE INVITATION TO BID UPCS INSPECTION SERVICES

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

1. Certification that their firm is not debarred, suspended, or otherwise prohibited from practice by federal, state or local governments.
2. Evidence of workers' compensation, comprehensive general liability, and automobile insurance.
3. Documentation providing information on education, experience, and certifications of principals and key personnel (if different from principals), along with the name of the firm's contact person. (Key personnel are defined as those individuals who will have primary responsibility for the firm's performance of the various phases of the project)
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. In addition, explain how each subcontractor will be used in the project.  
**Inspectors are required to be REAC trained and certified. Documentation of training and certification must be submitted in your bid.**
5. At least five references from current or former clients 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 firm has terminated for cause from a project within the last five years. If so, the reasons and circumstances surrounding the termination.
7. Fixed price per unit, the fixed price per unit will include the Inspection of all developments, including the Property Sites, Building Exteriors, Building Systems, all 2,058 Dwelling Units and Common Areas using the latest Uniform Physical Condition Standards rules and protocols. Also provide a fixed price per unit for a second year of inspections. Low bidder will be determined by the sum of the fixed price per unit for the current year plus the fixed price for the second year inspection. The Housing Authority shall have the discretion to extend the term for a second year.

8. The inspections must be completed on all of the Kansas City Kansas Public Housing Authority developments as follows:

April 2017 Inspections:

Bethany Tower	1131 Central Ave.	153 units
Rosedale Tower	2314 West 39 <sup>th</sup> Ave	122 units
Westgate Tower	6100 Leavenworth Rd.	163 units
Plaza Tower	1200 North 75 <sup>th</sup> Place	115 units

July 2017 Inspections:

Juniper Gardens	3 <sup>rd</sup> St. and Walker Ave	265 units
Cyrus K. Holiday	1700 South 37 <sup>th</sup> St.	60 units
Belorse Manor	40 <sup>th</sup> Ave. and Mission Rd.	90 units
Grandview Park	14 <sup>th</sup> St. and Ray Ave.	40 units
Chalet Manor	Birch St. and Ruby Ave.	66 units

October 2017 Inspections:

Wyandotte Tower	915 Washington Blvd.	302 units
Douglas Heights HR	1742 South 40 <sup>th</sup> St.	101 units
Glanville Tower	730 Nebraska Ave.	108 units

January 2018 Inspections:

Scattered Sites	Various locations	174 units
St. Margaret's Park	Mill St. and Gilmore Ave	100 units
Douglas Heights F	42 <sup>nd</sup> St. and Lawrence Dr.	99 units
Welborn Villa	51 <sup>st</sup> St. and Leavenworth	80 units
Westgate Villa	3201 N. 61 <sup>st</sup> St.	20 units

9. Reports for each development listed above are to be submitted within three (3) business days of when the inspection for each development is complete. All health and safety life threatening deficiencies must be reported immediately for correction within 24 hours.
10. Reports are to include a list of the deficiencies found, their location, and severity with REAC scoring of each deficiency. To maximize REAC scores, the report should also include a breakdown of the deficiencies ranked by the deficiencies REAC scores from highest to lowest. Reports should include a housekeeping assessment.

B. Deadline for Submittal: Submit the bid to the Kansas City, Kansas Housing Authority by 2:00 p.m., April 12<sup>th</sup>, 2017. All respondents will be notified by mail following award of a contract.

C. Interpretations and Addenda. Questions or requests for interpretations concerning any aspect of the invitation to bid shall be directed to Anthony Shomin, at 913-279-3436 or by email at: tshomin@kckha.org. Any inquiry made at least five calendar days before the deadline fixed for submittal of bids will be given consideration for a written interpretation. Written interpretations will be in the form of an addendum which will be available in the Housing Authority's office at least five calendar days before the submittal deadline. The addenda will be mailed to each interested firm, but it shall be the interested firm'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.

- D. Protests: Protest concerning the invitation to bid shall be made in writing, and delivered to the Housing Authority's Contracting Officer (CO) at least ten working days prior to the deadline of bid submittal. Protests concerning the outcome of the selection process must be made in writing to the CO within ten working days of selection of successful firm. 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.
- E. 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 this 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, who is agreeable to both parties, or a suit may be filed in a 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.
- F. Additional Requirements for Successful Firm:
- 1) 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 Resources Department located on the 6<sup>th</sup> floor of the Municipal Office Building, 701 North 7<sup>th</sup> Street, Kansas City, Kansas 66101, or call (913) 573-5444 for information regarding compliance requirements.
  - 2) Upon selection of successful firm, but prior to contract execution, respondent must provide evidence that their firm is registered to practice in the State of Kansas; or, if registration is pending, when it is anticipated registration will be granted.
  - 3) Upon selection of the successful firm, but prior to contract execution, respondent must provide a copy of its occupational license with the Unified Government of Kansas City / Wyandotte County Kansas within 3 business days of award of contract.

## II. SCOPE OF REQUIRED SERVICES

- A. General: The firm shall provide all expertise necessary to perform the services below.

The scope of services shall include the following:

Inspection of all KCK Housing Authority developments, including the Property Sites, Building Exteriors, Building Systems, Dwelling Units and Common Areas using the latest Uniform Physical Condition Standards rules and protocols.

- B. The Kansas City Kansas Housing Authority currently has 2,058 dwelling units in various developments. The 2,058 dwelling units consist of 820 units at nine different developments, 1064 in seven separate high-rises developments, and 174 in scattered site developments. All units are located within the City limits of the Unified Government of Kansas City / Wyandotte County, Kansas. Attached is an index to Housing Units for the Kansas City Kansas Housing Authority.
- C. All dwelling units that are occupied will require at a minimum 48 hour notification to the resident, by the Housing Authority, of the upcoming inspection of their unit. The successful bidder is required to submit a complete schedule for all units delineating an approximate date and time when units are to be inspected.
- D. The successful bidder shall assist the Housing Authority in any appeal, with HUD, resulting from findings by the HUD REAC inspection that differs significantly from the successful bidder's inspection.