

## I **INSTRUCTIONS TO RESPONDENTS OF THE REQUEST FOR PROPOSALS**

### A. Proposal Contents: Respondents must include in their proposals 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 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 Evidence of workers compensation, comprehensive general liability, and automobile insurance;
- 4 Documentation providing information on education experience and certification 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.)
- 5 A statement of qualifications (certifications, specialized training, and experience) of person or key personnel.
- 6 At least three references from current or former clients of services within the last two years. If possible, select references relating to scale of projects similar in nature to that of the subject project.
- 7 Indication if the 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 for completing the project in accordance with the RFP; a schedule of the estimated hours required for each member of the firm and subcontractors to complete 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 include subcontractors, overhead and profit), overhead, and profit.

### B. Deadline for Submittal: Written proposals will be received in person, or through the mail, or email until **4:00 p.m., CDT, on July 6<sup>th</sup>, 2020**, at the Housing Authority's administration office, located at 1124 North 9<sup>th</sup> Street, Kansas City, Kansas. Email responses can be submitted to Mr. Anthony Shomin, Director of Facilities Management, at [tshomin@kckha.org](mailto:tshomin@kckha.org). All respondents will be notified by email in approximately two weeks as to the outcome.

- C. Pre Proposal Conference: Firms are encouraged to attend a pre-proposal conference to be held on **June 30<sup>th</sup>, 2020 at 10:00 am, CDT** . This meeting will be an online Zoom meeting.

Topic: 20-11-51 (1) Pre-Bid Meeting Relocation Services

Time: Jun 30, 2020 10:00 AM Central Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/93825429155?pwd=SDkrRkZZREh1TmFycXRTeGIEQmRKdz09>

Meeting ID: 938 2542 9155

Password: 230805

Dial by your location

+1 346 248 7799 US

Meeting ID: 938 2542 9155

Password: 230805

- 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 calendar 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 emailed 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. 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.
- 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 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 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 Certificate 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 Resources Department located on the 5<sup>th</sup> Floor of the Municipal Office Building, 701 North 7<sup>th</sup> Street, Kansas City, Kansas 66101, or call (913) 573-5460 for information regarding compliance requirements.

## II **SCOPE OF REQUIRED SERVICES**

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

The scope of the services is to provide relocation services and support, for the relocation of all families in Juniper Garden's housing development. Current occupancy at Juniper Garden's is 148 dwelling units. Please provide a price for relocation of all occupied dwelling units, and a per unit price to be added or subtracted from this number to represent the total number to be relocated after the contract is signed and services begin.

The scope of services shall include but not limited to the following:

1. Pre-move assessment.
2. Informational workshops on relocation.
3. Development of an action plan for each residence
4. Assist with the identification of available decent, safe, and sanitary housing as options for residents to move.
5. Tracking of each resident during transition of relocation.
6. Identify and link resident to available resources available through various organizations in the community to assist in relocation.
7. Counseling serviced for issues as grief and loss, substance abuse, domestic violence, etc.
8. Post move evaluation.

### **Options for relocation are:**

1. Relocation to another unit of Public Housing.
2. Relocation to a Section 8 assisted unit, if qualified.
3. Relocation to a non-assisted rental unit, if qualified.
4. Home ownership, if applicable.

All relocation shall be in accordance with and is subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) (42 USC 4601-4655) and implementing regulation at 49 CFR part 24.

### **III METHOD OF EVALUTION OF PROPOSALS**

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

1. Fixed price and per unit price to complete the project. 40 points
2. Qualifications of Firms Principals, Staff and Subcontractors. 40 points
3. Anticipated schedule to perform required services. 10 points
4. Experience and availability of services to the affected residents. 10 points

B. Procedure: All proposals will be rated using selection criteria's 1 through 4 above. The 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 firm reach an agreement, the firm shall then be offered to contract with the Housing Authority. Otherwise, the Housing Authority will follow the same process with the firm submitting the next highest-rated proposal, and so on.