



Housing Authority of the City of McAllen, Texas Solicitation for Architectural/Engineering Services RFQ-A&E 2019 - 01

The Housing Authority of the City of McAllen, Texas (the Housing Authority), requests proposal and statement of qualification from individuals or firms interested in performing professional architectural and engineering (A/E) services for new construction and/or modernization work that may related to US Department of Housing and Urban Development (HUD) and/or Texas Department of Housing and Community Affairs (TDHCA) funded programs. Proposals need be addressed to Mr. Arnold Padilla, Executive Director, and received at the Housing Authority Main Office, located at 2301 Jasmine Avenue, McAllen, Texas 78501 no later than 2:00 PM local time on Thursday, August 1, 2019.

Introduction and Scope of Work

The Housing Authority of the City of McAllen (HACM) is soliciting a request for qualifications from Architectural Engineering consultants who are experienced in preparing HUD and TDHCA regulated new development construction planning, design, construction and bidding documents. In addition experience with HUD modernization projects funded through Capital Fund Subsidy.

The HACM owns and operates multiple multi-family apartment complexes and aggressively searches for opportunities to expand its affordable housing stock through purchase of existing units within the community or through new construction.

Requested Services

A & E Service includes but not limited to; Prepare Site Design, Construction or Modernization Documents, Bidding and Construction Administration. The following work may be assigned to the consultant selected by this RFQ:

1. Meet with HACM staff to review development goals, to prioritize aspects of the project to be constructed to develop a design and construction schedule and timeline.
2. Provide development options, presentation drawings, and schematic designs. Prepare a preliminary budget for the work to include design fees and construction costs.
3. Prepare design documents to comply with all requirements of current applicable State and Local codes, HUD and/or TDHCA regulations and the American with Disabilities Act and Accessibility guidelines.
4. Prepare construction or modernization documents including architectural, structural, mechanical, plumbing, electrical, etc. and specifications manuals as required for "Formal" and/or "Informal" bid procedures, and prepare associated cost estimates. Documents may require the preparation of "Add Alternates"
5. Submit. Modify and obtain plan approvals for construction documents from HACM and all other applicable state and local governing agencies.

6. Perform bidding phase services contracts, including bidding construction documents, conducting pre-bid meeting, issuing addenda, and performing all bidding services for “Formal” and /or “Informal” construction contracts. Consultant shall assure that proposed awardees are licensed to perform the specified work prior to award of the construction contracts.
7. Perform construction administration services including but not limited to, pre-construction meetings, weekly on-site observations with written reports, administration of weekly progress meetings with owner and contractors and distribution of meeting minutes, review and approval of contractor pay requests, review and approval of contractor shop drawings and submittals, preparation of bulletin and clarification drawings, punch lists, final inspections, roof windstorm certifications, and close out documents etc. The owner shall receive copies of all bulletins and letters.
8. Provide reproducible “Record Drawings” within 60 days of receipt of all “As Built” drawings from the contractor including all drawings to the planning and design of the project.

General Information

HACM evaluation team will review submitted proposal and statement of qualifications and verify references. The submittal with the highest score will be recommended for award. If at the conclusion of the evaluation it is determined to be in the best interest of the HACM, an interview may be conducted of the top three (3) scorers.

Contract negotiation will be conducted with the top-ranked firm, if an acceptable arrangement cannot be made, negotiations will take place with the second-ranked firm.

Length of Contractual Agreement

This contract will be for a period of three (3) years or the finalization of any ongoing A & E projects past the three year period for which a Task Order has been issued previously. The successful proposer will be expected to execute a standard USDHUD “Model Form of Agreement between Owner and Design Professional (form HUD-51915)” and HACM Performance Contract.

Cancellation

The HACM reserves the right to cancel award of the contract any time before the execution of this contract by both parties if cancellation is deemed to be in the HACM’s best interest. In no event shall the HACM have any liability for the cancellation of award. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its qualification statement.

Clarification

Any proposer requiring clarification of the information or protesting any provision herein must submit questions/protests or comments in writing to:

Mr. Arnold Padilla, Executive Director
The Housing Authority of the City of McAllen
2301 Jasmine Avenue, McAllen Texas 78501

Any Addenda to this RFQ will be posted on HACM website: <http://www.mcallenha.org>. Such Addenda shall have the same binding effect as though contained in the main body of the Request for Qualifications. Oral instructions or information concerning the specifications of the project given by HACM managers, employees, or agents to prospective proposers shall not bind the HACM. All addenda shall be issued not less than ten (10) days prior to submittal deadline.

Rejection of Proposals

The HACM reserves the right to reject any or all responses to the Request for Qualifications for just cause and to waive any informality in the submission process if it be in the best interest to do so.

Disputes

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFQ, the decision of the HACM shall be final and binding upon all parties.

Evaluation of Submitted Proposals

The proposals will be evaluated based on the following factors:

<u>Evaluation Factors</u>	<u>Points</u>
1) Evidence of A/E's ability to perform the work, as indicated by profiles of the principals and/or staffs' professional and technical competence and experience and their facilities,	25
2) Capability to provide professional services in a timely manner,	25
3) Past performance in terms of cost control, quality of work, and compliance with performance schedules,	20
4) Evidence that, where design is involved, the A/E is currently registered in the State of Texas,	10
5) Knowledge of building codes,	10
6) Certified statement that the A/E or firm is not debarred, suspended or otherwise prohibited from	5

professional practice by any Federal, State, or local agency, and

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| 7) Proximity to the Housing Authority:- | |
| if within 50 miles, | 15 |
| if from 51 to 100 miles, | 10 |
| if from 101 to 250 miles, and | 5 |
| if over 251 miles. | 0 |

Maximum points available: 110

Collusion

A proposer, submitting an RFQ hereby certifies that no officer, agent, or employee of HACM has a pecuniary interest in the Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Proposer; the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

Clarification of Submittals

HACM or its agent reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a proposer to respond to such requests for additional information or clarification could result in rejection of that firm's proposal.

Certification

Provide certified statement that the individual and/or firm is not debarred, suspended, or otherwise prohibited from professional practice by any Federal, State or local governing agencies.

Insurance

The consulting firm and / or contractor shall procure and maintain for the duration of the contract, insurance for Errors and Omissions, insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees. There shall be no cancellation, material change, potential exhaustion of aggregate limits or intent not to renew insurance coverage without providing thirty (30) day written notice from the Contractor or it's insurer to HACM. Contractor shall commence no work under this agreement until all insurance requirements have been met. If any of the referenced insurance is due to expire before the completion of the work, Contractor will renew or replace such insurance coverage and provide HACM with certificate of insurance coverage showing compliance with this provision prior to such expiration.

RFQ Timeline

Advertisements: June 30, 2019 and July 7, 2019
Proposal Due: 2:00 p.m. Thursday, August 1, 2019
Proposal Evaluation: August 2, 2019 thru July 9, 2019
Commission Action/Award: Special Meeting, August 15, 2019

Note: Proposal evaluation and award dates may change if necessary.