

TRAVERSE CITY HOUSING COMMISSION

REQUEST FOR PROPOSALS  
FOR  
ARCHITECTURAL/ENGINEERING SERVICES

PROPOSALS MUST BE SUBMITTED BY

4:00 PM DECEMBER 29, 2016

TO:

MR. TONY LENTYCH  
EXECUTIVE DIRECTOR  
TRAVERSE CITY HOUSING COMMISSION  
150 PINE ST.  
TRAVERSE CITY, MI 49684

## REQUEST FOR PROPOSALS

The Traverse City Housing Commission (TCHC) will accept proposals for “Professional Architectural and Engineering Services” in connection with TCHC’s public housing development operations for a period not to exceed three (3) years. Projects include the following items (but not be limited to the following items):

1. Re-siding the Orchardview Townhomes.
2. Installation of replacement windows at Orchardview Townhomes.

It is the TCHC’s desire to retain and employ the services of a qualified individual or firm to provide TCHC with Professional Architectural and Engineering Services as directed by the Executive Director. TCHC reserves the right, at its discretion, to proceed with any, none or all of the projects identified above.

## SCOPE OF SERVICES

The Architectural and Engineering firm shall be required to provide full Professional Architectural and Engineering Services for the projects identified above in a timely manner. The scope of services shall include, but not be limited to, the following:

1. Field investigation”
  - a. Location and evaluation of existing documentation;
  - b. Documentation and evaluation of existing field conditions;
  - c. Interviews with TCHC personnel, as necessary; and
  - d. Meeting with TCHC personnel, tenants, local officials and other regulatory personnel, as necessary;
2. Development of project work items including, but not limited to, a detailed project schedule;
3. Development of preliminary contract documents for each project;
4. Development of construction cost estimates for each project;
5. Development of complete construction document bid package for each project;
6. Preparation of revisions to the construction document bid package for each project due to bidding cost overruns in excess of budget, as necessary;
7. Obtaining TCHC review and approval of project documents prior to releasing project documents for bid;
8. Obtaining prevailing wage rate decision for the projects from the United States Department of Labor, as necessary;
9. Preparation and distribution of advertisements for bid;
10. Preparation of bidder logs and bid tabulation forms and assistance in the development of a prospective bidder list;
11. Responding to any inquiries from prospective bidders during the bidding period and composition and distribution of such responses as necessary
12. Attendance at bid openings for each project;

13. Review of references and qualifications of low bidders and distribution of such reviews;
14. Preparation of recommendations for contract award for each project;
15. Organizing and conducting pre-construction meeting for each project;
16. Preparation and distribution of minutes from each pre-construction meeting;
17. Review of shop drawings and other submittals for each project;
18. Conducting periodic employee interviews with successful bidders to insure compliance with prevailing wage requirements;
19. Processing all contractor paperwork, including but not limited to:
  - a. Insurance certifications;
  - b. Bonding documentation;
  - c. Subcontractor listings;
  - d. Project schedules;
  - e. Affirmative action plans; and
  - f. Wage rate and payroll records.
20. Review, verification and approval of contractors' cost breakdowns;
21. Formulation, processing and administration of change orders;
22. Review and approval of all contractor requisitions;
23. Conducting a minimum of one (1) job observation per each project;
24. Preparation of reports for each job observation conducted;
25. Conduction bi-monthly job meetings for each project;
26. Preparation and distribution of meeting minutes for each bi-monthly job meeting for each project;
27. Preparation of final punch lists for each project;
28. Conducting final inspections for each project;
29. Processing all close-out documentation for each project;
30. Preparation and submission to TCHC of "as built" for each project;
31. Conduction on-year warranty follow-up inspections for each project; and
32. Issue report regarding one-year warranty follow-up inspections.

### QUALIFICATIONS

The Respondent shall possess the following minimum qualifications:

1. Authorized to provide Professional Architectural and Engineering Services in Michigan;
2. Ability to provide the scope of services described in this proposal;
3. Knowledge of all aspects of Professional Architectural and Engineering Services as it relates to Public Housing Agencies including the United States Department of Housing and Urban Development's (HUD) rules and regulations; and
4. Experience in providing Professional Architectural and Engineering Services to other Public Housing Agencies in Michigan.

### CONTRACT REQUIREMENTS

Any contract entered into pursuant to this proposal must contain terms in substantially the same form as follows:

The Design Professional shall indemnify and hold harmless the Housing Authority and its Board, Commissioners, offices, directors, employees and agents from and against any and all claims, suits, actions, damages, losses and expenses, including, but not limited to, reasonable attorneys' fees, arising out of or resulting from the negligence or misconduct of the Design Professional in the performance or execution of its services under this agreement.

#### PRE-SUBMISSION COFERENCE CALL

A pre-submission conference call will be held on December 19, 2016 at 10:00 AM. To participate in this call please dial (641) 715-0720 and use access code 794732. All qualified candidates interested in submitting a proposal for Professional Architectural and Engineering Services are strongly encouraged to attend.

#### RESPONDENTS' QUESTIONS

Any questions regarding this Request for Proposals must be submitted to TCHC by 10:00 AM December 19, 2016. Questions should be submitted by email to Mr. Tony Lentych, Executive Director of the TCHC, at [tlentych@tcpha.net](mailto:tlentych@tcpha.net).

#### PROPOSAL SUBMISSION

All qualified candidates interested in submitted a proposal for Professional Architectural and Engineering Services should submit an original and five (5) copies of a written proposal. Each proposal shall include the following information:

1. Respondent's complete name, address, telephone and fax numbers and email address, including the name of the Respondent's proposed primary provider of Services;
2. Detailed description of Respondent's qualifications and experiences as they relate to providing Professional Architectural and Engineering Services to Public Housing Agencies in Michigan;
3. Narrative identifying any Public Housing Authorities in Michigan that the Respondent has provided Professional Architectural and Engineering Services to over the past ten (10) years.
4. Detailed description of Respondent's specialized knowledge and understanding of the scope of Services and Respondent's overall experience and approach to performing such;
5. A copy of Respondent's Professional liability insurance policy maintained for the proposed term of the contract in an amount of not less than \$1,000,000.00 per occurrence with a deductible per claim not to exceed \$25,000.00;
6. A copy of Respondent's Workers' Compensation and employer's Liability insurance maintained for the proposed term of contract, if applicable;

7. Copies of state licenses to provide Professional Architectural and Engineering Services;
8. Respondent's breakdown of both direct and indirect costs;
9. A minimum of three (3) references;
10. A statement and listing of professional service fees offered to the Housing Authority, if selected, in the form of an, all inclusive, not to exceed sum.
  - a. Each proposal must include a listing of all hourly rates and other costs for the services to be provided by the Respondent.
  - b. Each proposal must identify the total not to exceed sum by phases and projects as follows:
    - i. Preparation of construction cost estimates for each project (scope of services (d)); and
    - ii. All other services identified by project (projects 1-4)
11. Finally, all proposals must also include the following documents:
  - a. Bid Proposal Form;
  - b. Executed copy of HUD-5369-C (Certifications and Representations of Offerors);
  - c. Business Registration Certificate (by date of award);
  - d. Statement of Corporate Ownership;
  - e. Certification regarding Non-Debarment, Suspension, Ineligibility and Voluntary Exclusion; and
  - f. Affidavit of Non-Collusion.

All proposals (an original and five copies) should be in a sealed envelope marked "Proposal for Professional Architectural and Engineering Services" and delivered to Mr. Anthony Lentych, Executive Director, Traverse City Housing Commission, 150 Pine St., Traverse City, MI 49684 on or before 4:00 PM, December 29, 2016. No proposals may be withdrawn for a period of sixty (60) days after the date and time fixed above for the receipt of proposals.

TCHC reserves the right to declare any proposal unresponsive which does not include the above required documentation or which is deemed incomplete in any way. TCHC also reserves the right to reject any and all proposals and/or to waive minor irregularities, in accordance with all applicable federal, state and local laws, rules and/or regulations.

## PROPOSAL REVIEW

Proposals will be evaluated to determine the extent to which the Respondent's qualifications and capabilities provide the best value to the TCHC. Each proposal will be ranked using the below criteria based upon the information presented in the proposals, the TCHC's knowledge from prior engagements, if applicable, independent background checks, or other factual information available to TCHC.

<b>EVALUATION CRITERIA</b>	<b>Possible Points</b>
<b>Housing Authority Experience:</b> Respondent's experience providing Professional Architectural and Engineering Services to Public Housing Authorities.	20
<b>Qualifications:</b> Degree to which Respondent possesses the requisite qualifications to successfully perform the scope of services.	20
<b>Past Performance:</b> Respondent's previous performance providing Professional Architectural and Engineering Services in terms of cost control, quality and thoroughness of work, compliance with schedules and timeliness of responses.	20
<b>Familiarity with Regulations:</b> Respondent's familiarity with Federal, State and Local regulations, including HUD regulations, as they relate to the projects identified in this proposal.	10
<b>Capability:</b> Respondent's capabilities to provide Professional Architectural and Engineering Services within the time limits described herein considering Respondent's current and planned work.	10
<b>Reasonableness of Fee:</b> The reasonableness of the Respondent's fee proposal.	20
<b>Total Points Possible</b>	<b>100</b>

AMERICANS WITH DISABILITIES ACT OF 1990  
Equal Opportunity for Individuals with Disability

The contractor and the Traverse City Housing Commission, (hereafter "owner") do hereby agree that the provisions of Title 11 of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. S121 01 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs, and activities provided or made available by public entities, and the rules and regulations promulgated pursuant there unto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the owner pursuant to this contract, the contractor agrees that the performance shall be in strict compliance with the Act. In the event that the contractor, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the contractor shall defend the owner in any action or administrative proceeding commenced pursuant to this Act. The contract shall indemnify, protect, and save harmless the owner, its agents, servants, and employees from an against any and all suits, claims, losses, demands, or damages, of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The contractor shall, at its own expense, appear, defend, and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the owner's grievance procedure, the contractor agrees to abide by any decision of the owner which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the owner, or if the owner incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the contractor shall satisfy and discharge the same at its own expense.

The owners shall, as soon as practicable after a claim has been made against it, give written notice thereof to the contractor along with full and complete particulars of the claim, if any action or administrative proceeding is brought against the owner or any of its agents, servants, and employees, the owner shall expeditiously forward or have forwarded to the contractor every demand, complaint, notice, summons, pleading, or other process received by the owner or its representatives.

It is expressly agreed and understood that any approval by the owner of the services provided by the contractor pursuant to this contract will not relieve the contractor of the obligation to comply with the Act and to defend, indemnify, protect, and save harmless the owner pursuant to this paragraph.

It is further agreed and understood that the owner assumes no obligation to indemnify or save harmless the contractor, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the contractor expressly understands and agrees that the provisions of this indemnification clause shall in no way limit the contractor's obligations assumed in this Agreement, not shall they be construed to relieve the contractor from any liability, not preclude the owner from taking any other actions available to it under any other provisions of the Agreement or otherwise at law.

Traverse City Housing Commission  
Bid Proposal Form

PROPOSAL FORM & CERTIFICATIONS

Date: \_\_\_\_\_, 2016

To: Traverse City Housing Commission  
Anthony Lentych, Executive Director  
150 Pine St.  
Traverse City, MI 49684

From: (Official Respondent)

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Respondent

Federal I.D. # or Social Security Number

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Street Address

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City, State and Zip Code

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Phone/Fax Number

The Respondent is: (check and provide all required information)

- An individual using the trade name: \_\_\_\_\_
- A Partnership organized under the laws of the State of: \_\_\_\_\_
- A Corporation organized under the laws of the State of: \_\_\_\_\_
- Other (please specify): \_\_\_\_\_

Having carefully examined the Invitation and Request for Proposals, the Undersigned Respondent proposes to provide Architectural and Engineering Services as described in the Request for Proposals for an amount which, pursuant to the hourly fees and costs identified below, shall NOT EXCEED:

\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_).

Proposal amount is to be listed in both words and figures. In case of discrepancy, amount shown in words shall govern.

HOURLY FEES

TITLE/POSITION	RATE

COSTS

DESCRIPTION OF COST	AMOUNT

The undersigned Respondent certifies that it has checked the accuracy of all the figures and computations contained in this proposal. The undersigned Respondent further certifies that it understands that the TCHC will not be responsible for any errors or omissions made therein by the Respondent.

In submitting this Proposal, the Respondent certifies that it understands that the TCHC reserves the right to reject any and all proposals. If written notice of acceptance of a proposal is mailed, faxed, sent via electronic mail or delivered to the undersigned at the business address stated below within sixty (60) days after the date of opening proposal, the undersigned will within ten (10) days after the date of the mailing, faxing, sending via electronic mail or delivery of such notice, execute and deliver the necessary signed Contract and all other documents required herein or by the such notice.

The Respondent designates the following address, fax number and electronic mail address for service of notice of acceptance by mail, fax, electronic mail or hand delivery.

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Address

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Email Address

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Fax Number

Submitted by:

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Legal Name of Respondent

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(Print) Name and & Title of Authorized Agent

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Signature

Date

Traverse City Housing Commission  
NON-COLLUSION AFFIDAVIT

State of Michigan  
County of \_\_\_\_\_

I, \_\_\_\_\_ residing in \_\_\_\_\_  
(name of affiant) (name of municipality)

in the County of \_\_\_\_\_ and State of \_\_\_\_\_ of full  
age, being duly sworn according to law on my oath depose and say that:

I am \_\_\_\_\_ of the firm of \_\_\_\_\_  
(title or position) (name of firm)

\_\_\_\_\_ The bidder making this Proposal for the bid  
entitled \_\_\_\_\_, and that I executed the said proposal with  
(title of bid proposal)

full authority to do so that said bidder had not, directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said proposal and in this affidavit are true and correct, and made with full knowledge that the Traverse City Housing Commission relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by \_\_\_\_\_.

Subscribed and sworn to before me this day \_\_\_\_\_.  
(date)

Signature  
\_\_\_\_\_  
(type or print name of affiant under signature)

Notary public of \_\_\_\_\_  
My commission expires \_\_\_\_\_  
(Seal)

Traverse City Housing Commission  
STATEMENT OF CORPORATE OWNERSHIP  
This statement shall be included with submission of proposal

Name of Business: \_\_\_\_\_

- I certify that the list below contains the names and home addresses of all stockholders holding 10% or more of the issued and outstanding stock of the undersigned.
- I certify that no one stockholder owns 10% or more of the issued and outstanding stock of the undersigned.

Check the box that represents the type of business organization:

- Partnership
- Limited Partnership
- Limited Liability Corporation
- Corporation
- Limited Liability Partnership
- Sole Proprietor
- Subchapter S Corporation

Sign and notarize the form below, and, if necessary, complete the stockholder list below.

Stockholders

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

% of Ownership: \_\_\_\_\_

% of Ownership: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_  
(Affiant)

(Notary Public)

My Commission expires:

\_\_\_\_\_  
(print name and title of affiant)  
(Corporate Seal)

CERTIFICATION REGARDING NON-DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY  
EXCLUSION

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - b. Have not within a three year period preceding the effective date of this contract been convicted of or had a civil judgement rendered against me or \_\_\_\_\_  
\_\_\_\_\_ for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a Government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of these statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name/Title: \_\_\_\_\_