

BROWNSVILLE HOUSING AUTHORITY

RFQ No. BHA 10-005

ISSUED: 5/28/2010

Response Due Date and Time: Friday, June 18, 2010 10:00am

**REQUEST FOR QUALIFICATIONS (RFQ)
CONSTRUCTION-RELATED PROFESSIONAL & CONSULTING SERVICES
VARIOUS DISCIPLINES**

REQUEST:

The Brownsville Housing Authority (BHA) requests interested firms to submit their qualification statements (Response) for construction-related professional and consulting services (Services) in several disciplines including, but not limited to those listed below.

On occasion, the BHA requires professional engineering services for investigations, studies, reports, designs, bid documents and construction administration. The objective of the RFQ is to reduce the cost and time of advertising; shorten the response time; improve the efficiency and clarity in the production of the contracts and establish a list of Firm(s) for professional services. Any resulting contract shall be non-exclusive and no specific amount of work is guaranteed because of this RFQ.

Partial list of Disciplines

**Architectural Services
Land Surveying/Platting**

**Engineering Services- Civil
Construction Inspection**

**Engineering Services-MEP
Engineering Services
Structural**

These services may be required for various buildings and properties throughout the BHA. The time for which the requested services will be needed is estimated to be 2010 through the 2012 fiscal years.

There is no guarantee on the amount or type of work to be performed. Firms selected under this RFQ will be placed on a qualified vendor list and services will be contracted for on an as-needed basis.

INSTRUCTIONS TO RESPONDENTS

Sealed Responses must be received, in duplicate, bearing the Respondent's name, address, telephone number, and contact person at or prior to 10:00 AM, Friday, June 18, 2010. Receipt of these Qualifications will then be acknowledged at that time. Responses received after the set time and date will not be considered.

Please address sealed envelope and Responses as follows:

RE: RFQ No. BHA 10-005

CONSTRUCTION-RELATED PROFESSIONAL & CONSULTING SERVICES

BROWNSVILLE HOUSING AUTHORITY
PROCUREMENT DEPARTMENT
2606 Boca Chica Blvd.
BROWNSVILLE, TEXAS 78521

DISCIPLINE(S) OFFERED _____ (specify)

Firms mailing Qualifications should allow sufficient lead time to ensure receipt at the above address at or before the time and date stated above.

Firms may obtain a copy of this RFQ from the BHA Procurement Department, 2606 Boca Chica Blvd., Brownsville, Texas 78521. Any questions regarding this RFQ shall be directed in writing to, Antonio Juarez, Executive Director; BHA PO BOX 4420; Brownsville, TX 78521; Fax (956) 541-7820.

The RFQ may also be examined at:

BROWNSVILLE HOUSING AUTHORITY WEBSITE AT: www.txbha.com

Any additional information concerning this RFQ will be furnished as an addendum.

Qualifications may not be changed, amended or modified after the stated opening time and date.

Qualifications must be valid for one hundred twenty (120) calendar days following qualifications opening.

BHA RESERVATION OF RIGHTS:

1. The BHA reserves the right to withdraw this request for qualifications or reject any and all qualification statements at any time and for any reason.

2. Receipt of Response by the BHA or submission of a Response to the BHA or selection of Firms for purposes of negotiating a contract, confers no rights under the RFQ nor obligates the BHA in any manner.
3. The BHA reserves the right to award or not award a contract. The BHA also reserves the right to award the contract to the party that is considered by the Board of Commissioners of the BHA to be the most qualified and most responsive to this RFQ.
4. The BHA is under no obligation regarding this RFQ until a written contract is approved and executed by all parties.
5. Cost of developing a Response is the sole responsibility of the Respondent. The BHA shall not provide reimbursement for such cost, and shall not be liable for any Response preparation cost for any reason whatsoever.
6. The BHA reserves the right to waive minor irregularities and technicalities.
7. For categories of work that can be contracted over a period of time instead of on a project basis, BHA intends to enter into contract with the selected Consultants for a period of one (1) year with two (2) one-year extension options. Decision to extend will be bilateral. The BHA will include a 15-calendar day termination clause in the contract.

OWNER PROVIDED SERVICES:

BID DOCUMENTS: The BHA will pay for the printing of bid documents, if applicable. The associated firm will pay the cost of reproduction of all documents submitted to the Owner for review or as part of a contracted report.

ADVERTISEMENTS: The BHA will pay for all public notices, if applicable.

FEES: The BHA will pay for city, state or utility agency fees related to the services provided.

SUBMITTAL REQUIREMENTS:

The Qualifications submitted in response to this RFQ shall be limited to not more than thirty (30) 8 ½ x 11 typewritten pages, including any requested forms. The Qualifications submitted on the thirty (30) pages will be reviewed and considered by the BHA. Consultants may attach any additional information that they desire, however, such information may or may not be reviewed or considered by the BHA.

Firms submitting qualifications for Construction-Related Professional & Consulting Services must provide the information requested below in the order presented. If your firm is selected to provide services to BHA, this RFQ, qualification contents and resulting negotiation may be incorporated, in full or in part, into the ensuing contract. If you believe that BHA should consider additional services not contemplated in this request, please indicate so clearly in your Response as an attachment. BHA reserves the right to solicit additional information over and above these requirements:

1. Preface the Qualifications with an Executive Summary, giving a concise summation. Include Qualifications date and signature of the principal authorized to negotiate contract terms and render binding decisions in contract matters.

2. Specify the discipline(s) of work the Firm is interested in the order of the Firm's priority of interest [ATTACHMENT A].
3. Provide information regarding the history and organization of the Firm. Include type of ownership, and number of offices and locations. Include the name, home address, and home telephone number of each person with an ownership interest in the firm.
4. Describe the services and the staff available from the Firm that will be designated to service the BHA program. Explain the services available at this firm. Provide the number of employees by professional and technical categories. Include a resume or minimum professional qualifications and related educational background of principal and key personnel who will be responsible for the BHA Services. Briefly describe the role each will play and indicate percent of the time each can devote to these Services.
5. List the Firm's housing authority, city, county projects, or home construction projects for the past three years for each category of work in which the Firm has an interest. The list shall indicate the housing authority, project name, owner, owner's contact, project value, portion (percent) of responsibility and a brief description of each project. Identify projects that have been designed, but have not been built.
6. Provide proof of Consultant's ability to provide professional liability insurance and history of all claims regarding consulting errors and omissions for the past ten (10) years. Indicate if there was any arbitration or litigation attributed to the Consultant's services; describe the circumstances and results of the claim.
7. Note any and all allegations and convictions of felonies related to the Consultants' owners or operators for the past ten (10) years, and include a general description of the conduct resulting in the allegation or conviction of each felony. Complete the attached Bidder's Certification [ATTACHMENT B].
8. Include organizational chart with summary report reflecting the Consultant's approach to applicable categories of work with emphasis on quality, schedule and budgets. Provide information regarding the procedures, techniques, and methodology utilized by the Consultant in the performance of services.
9. Show current workload and availability to commence services immediately after being selected by the BHA.
10. Provide information that demonstrates that the Consultant has and does provide equal employment and career advancement opportunities without discrimination.
11. Discuss special qualifications for working with a BHA.
12. Complete and include required BHA forms (Attachments A and B).

RFQ REVIEW AND SELECTION (EVALUATION OF QUALIFICATIONS)

The BHA's representative(s) during the review process and after signing the contract will be the assigned members of evaluation committee and the superintendent for construction or his designee.

The Qualifications will be evaluated and a short list of Firms will be recommended to the Board of Commissioners of the BHA for board presentation and approval. BHA at its sole discretion may elect to further examine the Qualifications of certain firms through selectively scheduled interviews. The interview provides an opportunity for the firm to clarify its Qualifications and answer questions to ensure mutual understanding. The following criteria will be used in the evaluation of Firms' Qualifications:

1. Caliber and qualifications of key personnel to be assigned to the requested Services.
2. Demonstrated capabilities to perform the Services required.
3. Proof of ability to provide professional liability insurance.
4. Proposed organization, reporting capability and management approach for the Services.
5. Capability to perform services within an agreed upon time frame.
6. Capability to perform services within an agreed upon budget.
7. Quality and size of projects previously undertaken and recommendations of previous clients.
8. Local participation and knowledge of local market and conditions.
9. Proof that the Firm has and does provide equal employment and career advancement opportunities without discrimination.
10. Previous history or experience with other housing authorities, city, county, or home construction or special qualifications for providing services to non-profit organizations or housing authorities.
11. Financial report by external accounting firm, for the year ending December 31, 2009.

OTHER PROVISIONS

ANTI-LOBBYING PROVISIONS: Respondents, including their agents and representatives, shall not undertake any activities or actions to promote or advertise their qualifications to any member of the BHA Board of Commissioners or staff except in the course of BHA requested inquiries, briefings, interviews or presentations between the qualifications advertisement date and award of contract by BHA Board of Commissioners.

NON-COLLUSION PROVISIONS: Respondents, including their agents and representatives, shall not prepare the Qualifications in collusion, (*i.e. an agreement between two or more persons to deceive the BHA, conceal the true parties in interest, thwart competition, gain unfair advantage or defraud the BHA of its rights*), with any other respondents or any trustee, official, employee, consultant, agent or representative of BHA, or with any other persons who, by virtue of their relationship with the BHA, has or would be able to give an unfair advantage over other respondents.

NON-CONFLICT OF INTEREST PROVISIONS: The Respondent, including their agents and representatives, shall not participate as another service-providing entity to the BHA, which may pose a conflict of interest. Officers, employees, stockholders or other owners of the Respondent must declare any relationship to a trustee, official, employee, agent or representative of the BHA.

PAYMENT OF TAXES: Respondents must indicate whether they owe State of Texas franchise taxes, City of Brownsville, Cameron County, or Brownsville Independent School District property taxes.

INDEMNIFICATION PROVISIONS: Respondents shall indemnify and save harmless the BHA and its officers, agents, and employees from all suits, actions, losses, damages, claims, or liability of any character, type, or description, including without limiting the generality of the foregoing all expenses of litigation, court costs, and attorney's fees for injury or death to any person, or injury to any property, arising out of, or occasioned by, the acts of Consultant or its agents or employees, in the execution or performance of an ensuing contract.

QUALIFICATIONS CERTIFICATION: Respondents must certify that they have carefully reviewed the Qualifications and that the enclosed information including all brochures or published prints is accurate and can be verified by the Brownsville Housing Authority and recognize that Qualifications become the property of BHA and are non-returnable.

Complete the attached Bidder's Certification [ATTACHMENT B].

We look forward to receiving your Response.

Regards,

Oscar Atkinson
Procurement Director
Brownsville Housing Authority

ATTACHMENT 'A'

LIST OF CONSTRUCTION-RELATED DISCIPLINES

Specify below the Discipline(s) of work in which the firm has interest and the firm's order of priority (The number "1" should indicate the highest priority).

DISCIPLINE	PRIORITY
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. Other: _____	_____

Include additional or more specific information about selected discipline(s): _____

Firm's Name: _____ Principal Contact: _____
Address: _____ Telephone: _____
_____ Fax No: _____
Name: _____ Position: _____
Signature: _____ Date: _____

This form must be filled out, signed and returned with your Response.

ATTACHMENT 'B'

Bidder's Certification

By signing below, Bidder certifies that the following statements are true and correct:

1. He/she has full authority to bind Bidder and that no member of Bidder's organization is disbarred, suspended or otherwise prohibited from contracting with any federal, state or local agency;
2. Items for which bids were provided herein will be delivered as specified in the bid,
3. Bidder proposes to furnish and deliver in accordance with the terms, conditions, and specifications embodied herein, all of which terms, conditions, and specifications are hereby accepted and made a part of this bid, all materials and supplies, which are described on the bid worksheets herein and opposite of which prices have been entered, at the price or prices quoted, subject to valid price reductions as hereafter defined, as ordered for delivery, by BHA,
4. Bidder agrees that this bid shall remain open and valid for at least a period of 60 days from the date of the Bid Opening and that this bid shall constitute an offer, which, if accepted by BHA and subject to the terms and conditions of such acceptance, shall result in a contract between BHA and the undersigned Bidder,
5. He/she has not given, offered to give, nor intends to give any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this bid,
6. Bidder, nor the firm, corporation, partnership, or institution represented by the Bidder, or anyone acting for such firm, corporation or institution has violated the antitrust laws of the State of Texas or the Federal Antitrust laws, nor communicated directly or indirectly the bid made to any competitor or any other person engaged in such line of business,
7. Bidder has not received compensation for participation in the preparation of the specifications for this RFQ, and
8. The individual or business entity named in this bid is eligible to receive the specified payment and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate.

SIGNED: _____

(Print Name)

Date

Print Company Name

Company Phone & Fax

E-mail address if available