

**REQUEST FOR PROPOSALS
HOUSING REHABILITATION/RECONSTRUCTION CONSTRUCTION MANAGER
SERVICES**

The City of Harlingen's Community Development Department requests proposals for housing construction manager services for the Housing Rehabilitation/Reconstruction Program funded in whole by the U.S. Department of Housing and Urban Development through Community Development Block Grant funding.

Services to be provided include the following:

Initial Phase

- Conduct limited inspection of homes to ascertain preliminary program eligibility with rough cost estimate (if needed improvements exceed \$25,000 or if the cost will be more than 50% of the after rehab value, the home must be reconstructed) and visual examination to determine lead hazards for all homes constructed prior to 1978.
- Conduct an Environmental Review Record of the property per HUD regulations at 24 CFR 58 to determine whether the project meets federal, state and local environmental standards and ensure compliance throughout the duration of the project.

Work Write Up Phase

- If home is to be rehabilitated, complete inspection report to document inspection and determine deficiencies of each home based upon housing standards and local building codes accompanied.
- Coordinate Windstorm Design inspections with the Windstorm Inspector contracted by the City of Harlingen.
- If home is to be reconstructed, modify existing house plan and written specifications where needed and draft site plan.
- Visual examination to determine lead hazards and coordination of lead based paint inspections with the Lead Based Paint Contractor contracted by the City of Harlingen for all homes constructed prior to 1978.
- Prepare scope of work (written specifications and drawings) meeting all federal, state and local requirements including detailed cost estimate.
- Draft bid documents utilizing required forms provided by the City of Harlingen and submit to the City of Harlingen, Community Development Department for approval.
- Attend and participate in pre-bid conference.

Construction Phase

- Conduct pre-construction meetings with Contractors and homeowners to discuss work to be completed.
- Assist contractors and owners with the interpretation of specifications and contract conditions; facilitate communication between homeowner and contractors, mediating any conflicts.
- Conduct daily inspections to monitor contractor compliance with plans, specifications, all applicable codes, and workmanship standards and document progress during the construction phase of the project with written documentation and pictures.
- Complete paperwork and reports as required such as change orders, contractor progress payment approvals, and other federally and locally required documents and submit to the City of Harlingen, Community Development Department for approval.

Information provided to the City shall include:

1. The specialized experience and technical competence of the firm or person with respect to working on CDBG funded rehabilitation projects and/or other housing rehabilitation programs; and knowledge of regulations pertaining to the use of federal funds for housing rehabilitation projects.
2. Any experience in each of the building construction trades. The minimum experience required includes at least one year experience in a building construction supervisory position, trades instruction, full time city code inspector, or as a rehabilitation inspector;
3. Proven knowledge of building, zoning, and property rehabilitation standard codes;
4. Ability to communicate effectively in the English and Spanish language both orally and in writing;
5. The past record of performance of the firm or person with respect to such factors as accessibility to clients, ability to meet schedules, communication and coordination skills;
6. The firm or person's proximity to and familiarity with the area in which the projects are located;
7. The capability of carrying out all aspects of required activities, including any experience or education in preparing contract documents, detailed cost estimates, drawings, and specifications;
8. Cost of services per housing unit for the following activities:
 - a. Preliminary inspection work and preparation of project specifications for housing rehabilitation/reconstruction projects.
 - b. Inspection and paperwork during construction phase.
9. References from previous clients of related work with the firm within the past 5 years.

All proposals will be received at the City of Harlingen's Community Development Department, 502 E. Tyler, Harlingen, Texas, on or before 2:00 p.m. on November 8, 2016.

Should you have any questions regarding the RFP, please contact Maria Torres at 956 216-5180 during normal working hours or via email at mtorres@myharlingen.us.

NOTICE TO BIDDERS/RESPONDENTS:

The City of Harlingen reserves the right to request any additional information, which might be deemed necessary after the submission of a proposal. The City of Harlingen has the right to reject all proposals and/or parts of proposals as deemed necessary in the best interest of the City. The City of Harlingen will not be liable for any cost incurred in the preparation of any proposal.

The submission of a proposal shall be prima facie evidence that the respondent has full knowledge of the scope, nature and quality of work to be performed, or service to be provided, the detailed requirements of the specifications, and the conditions under which the work is to be performed.

The successful contractor must ensure that employees and applicants for employment are not discriminated against because of race, color, religion, sex, handicap, familial status, national origin, gender identity or sexual orientation.

Any business seeking Section 3 preference in the awarding of contracts or purchase agreements with the City must register the business at: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness.action> and a copy of said registration shall be submitted along with proposals. Small (SBE), minority (MBE), and women-owned businesses (WBE) are encouraged to submit proposals for this project. Any firm that is debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs may not undertake any activity in part or in full under this project.

The successful respondent must comply with all applicable federal, state, and local regulations and hold all required licenses for the business that they will be doing with the City of Harlingen.

No faxed or emailed proposals will be accepted.

All proposals received after 2:00 p.m. on November 8, 2016, will be rejected.

All proposals should be submitted in a sealed envelope addressed to Maria Torres and must indicate "RFP- HOUSING REHABILITATION/ RECONSTRUCTION CONSTRUCTION MANAGER SERVICES".

Provide the specialized experience and technical competence of the firm or person with respect to working on CDBG funded rehabilitation projects and/or other housing rehabilitation program.

1. Provide any experience in each of the building construction trades. The minimum experience required includes at least one-year experience in a building construction supervisory position, trades instruction, full time city code inspector, or as a rehabilitation inspector.
2. Provide past record of performance of the firm or person with respect to such factors as accessibility to clients, ability to meet schedules, communication and coordination skills.
3. Provide the firm or person's proximity to and familiarity with the area in which the project is located.
4. Provide capability of carrying out all aspects for required activities, including any experience or education in preparing contract documents, drawings, and specifications
5. Provide cost of services per housing unit for the following activities:
 - a. Preliminary inspection and limited cost estimate.
 - b. Inspection, preparation of project specifications and drawings for housing rehabilitation project with cost estimate.

Cost per unit \$ _____

- c. Preliminary inspection and limited cost estimate.
- d. Inspection, preparation of project specifications and drawings for housing reconstruction with cost estimate.

Cost per unit \$ _____

- e. Inspection and paperwork during construction phase.

Cost per unit \$ _____

6. Attach references from previous clients of related work with the firm within the past 5 years.
7. Provide a sample of a cost estimate, written specification and drawings for a housing rehabilitation project.