



REQUEST FOR QUALIFICATIONS:

**Windstorm Design & Inspection Services
2016**

DEADLINE: Thursday, December 29, 2016, @ 2:00 P.M.

CITY OF HARLINGEN
COMMUNITY DEVELOPMENT DEPARTMENT

Funded by the U.S. Department of Housing and Urban Development through
the Community Development Department of the City of Harlingen



REQUEST FOR QUALIFICATIONS

Notice is hereby given that the City of Harlingen, Texas is requesting Statements of Qualifications for the following:

WINDSTORM DESIGN & INSPECTION SERVICES

PURPOSE: The City of Harlingen, Texas is seeking to enter into an engineering contract with a state-registered (Texas Engineer) that has current windstorm certifications by the Texas Department of Insurance to provide windstorm inspections and designs for remodeled and newly constructed homes.

DEADLINE: Qualifications will be accepted by the City of Harlingen until **2:00 p.m., Thursday, December 29, 2016**, at the offices of the Community Development Department, 502 E. Tyler, Harlingen, Texas 78550. Any RFQ received after the time and date specified will not be opened and will be returned. Sealed proposals should be addressed to: Tammy Jackson, Community Development Director, 502 E. Tyler, Harlingen, Texas, 78550 with "RFQ-WINDSTORM ENGINEERING SERVICES" printed on the envelope.

NON-COLLUSION: Submitters, by submitting a signed submission, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United States Law.

NON-DISCRIMINATION: Submitters, during the performance of this contract, will not discriminate against any employee or applicant because of race, color, religion, sex, national origin, disability, age, familial status, , sexual orientation or gender identity in employment or the provision of services. Further, the City prohibits retaliation against a person who files a complaint of discrimination, participates in an Office of Federal Contract Compliance Programs (OFCCP) proceeding, or otherwise opposes discrimination under Federal law.

DEBARRED/SUSPENDED: Submitters that are debarred, suspended or otherwise excluded from or ineligible for participation on federal assistance programs may not undertake any activity in part or in full under this project.

The City of Harlingen is an Affirmative Action and Equal Opportunity Employer. Small (SBE), minority (MBE), and women-owned businesses (WBE) are encouraged to submit qualification statements for consideration.

SECTION 3: Preference will be given to Section 3 Businesses/Residents (Section 3, as amended, requires that to the greatest extent feasible, economic opportunities are given to residents and businesses in the area where HUD assistance is received, particularly to those who are of low and very low income). If you are a businesses seeking Section 3 preference, you must register your business at: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness.action> and submit a copy along with your Statement of Qualifications. Section 3 requirements will apply to this contract.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY: Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications.

CONFLICT OF INTEREST QUESTIONNAIRE: Chapter 176 of the Texas Local Government Code requires entities seeking to contract and/or contracting with local government entities, such as cities, for the sale of goods or services, and their agents, to complete, sign and file a Conflict of Interest Questionnaire (Form CIQ) with the City of Harlingen. If the Firm has a business relationship with the

City or with a City Official, the name of the City contact or City Official must be disclosed on the enclosed CIQ Form. If the Firm or a principal of the Firm has no business relationship with the City or a City Official, write/type in "none" in the form and write/type in the name of the Firm and person acting for the Firm and sign the CIQ Form. A blank CIQ Form is enclosed and should be completed, signed and submitted with your Statement of Qualifications. If you are not sure how to fill in the CIQ Form, contact your attorney for advice.

***The sample CIQ Form, is to be used ONLY if there is NO business relationship with the City or with a City Official.**

SUBMITTER DEFAULT: The City of Harlingen reserves the right, in case of submitter default, to procure the articles of services for other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby.

SCOPE OF WORK: The firm selected will/shall:

- (1) Perform re-roofing and possibly re-decking inspections for windstorm certification.
- (2) Perform interior remodeling inspections for windstorm certification.
- (3) Perform window, door, and exterior siding inspections for windstorm certification.
- (4) Prepare foundation, roof framing plans and details as required by the City of Harlingen to obtain construction permits, and perform inspections for windstorm certification of the new homes.
- (5) All inspections to include the required paperwork for the processing of the certificate of compliance (WPI-8), including submitting the WPI-1 form to the department of insurance.
- (6) Review products to be installed; make sure they meet TDI requirements.
- (7) Perform roof decking inspections prior to installation of construction paper, and if necessary, perform inspection for nail pattern on decking.
- (8) Attend Pre-Bid Conferences.
- (9) Drawings and specifications for interior and exterior remodeling will be prepared and furnished by the City of Harlingen Community Development Department.

PROPOSAL SUBMISSION CONTENTS: Submitter should address each topic listed below in their submission.

1. Submitter should demonstrate their understanding of the project, the project needs, work required, and any local issues or concerns. This description should be concise, candid, and limited to 2 pages in length.
2. Submitter must provide a brief statement of qualifications and experience in the following areas:
 - Residential Windstorm Certifications
 - Residential Windstorm Design
 - Housing Rehabilitation and Reconstruction process and procedures
 - Prior experience with Community Development Block Grant Funded projects
3. Submitter must include 3 references.

The firm selected shall provide services, **for a period of one (1) year** with the option of an extension of six months upon agreement of both parties; not exceeding two extension periods.

SECTION II RESPONSE REQUIREMENTS

REQUIRED CERTIFICATIONS AND SUBMITTAL: All submissions must also include the "Conflict of Interest Questionnaire" form and the "Certification Regarding Debarment and Suspension" form. Any business seeking Section 3 preference in the awarding of future contracts or purchase agreements with the City must complete the Section 3 self certification process by registering online at <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness.action> and submit evidence of eligibility for Section 3 preference with their submittal. **FAILURE TO COMPLY WITH SUBMISSION REQUIREMENTS MAY DISQUALIFY RESPONDENT WITHOUT EXCEPTION.**

INSURANCE: The Firm and his sureties shall indemnify and save harmless the City and all its officials, agents, and their employees from all suits, action or claims of any character, name and description brought for, or on account of any injuries or damages received or sustained by any person or persons or property, by or from said Respondent or his employees or by or in consequence of any negligence in safeguarding the work or by or in consequence of any negligence recovered under the Worker's Compensation Laws or any other law, ordinance, order or decree.

Prior to contract execution, as further and additional evidence of such indemnification, each Firm shall furnish Certificates of Insurance providing that his interests are adequately covered by the following:

The following insurance requirements will be included in the City contracts to ensure completion of work:

- (1) The Firm is required to carry the following listed insurance coverage and limits and furnish acceptable proof of payment of insurance premiums.

Minimum Insurance Requirements

| Type of Coverage | Limits of Liability | |
|---------------------------------|---------------------|-------------------------------|
| Worker's Compensation | \$ 500,000 | Each Accident |
| Employer's Liability | \$ 500,000 | Disease, Policy Limit |
| | \$ 500,000 | Disease, Each Employee |
| Commercial General Liability | \$2,000,000 | General Aggregate |
| | \$2,000,000 | Products-Completed Operations |
| | \$1,000,000 | Personal & Advertising Injury |
| | \$1,000,000 | Each Occurrence |
| | \$ 50,000 | Fire Damage |
| Commercial Automobile Liability | \$ 5,000 | Medical Expense |
| | \$ 500,000 | Each Accident Limit |

Policies must be endorsed to Name the City as an "Additional Insured" and the Cancellation Provisions extended to thirty (30) days in writing.

FIRMS ARE NOT TO PROVIDE A FEE PROPOSAL WITH THIS SUBMITTAL: Fees will be negotiated in accordance with the Professional Services Procurement Act, TX. Govt. Code Ann. 2254.001, et seq.

SECTION III – SELECTION AND SCHEDULES

RESPONSE RANKING: A City of Harlingen Selection Committee that may include the Community Development Director, Housing Rehabilitation Specialist, Housing Rehabilitation Technician, Chief Building Official, Planning Director or the Assistant City Engineer, whom will evaluate and score each of the RFQs in accordance with the evaluation criteria.

NEGOTIATION PROCESS: Negotiations will be initiated with the most highly qualified provider selected to negotiate a fee. If a mutually satisfactory agreement cannot be reached with the selected provider, negotiations will be formally terminated and City will proceed with negotiations with the next most highly qualified provider. This process will be repeated as necessary until a mutually satisfactory agreement is reached.

Proposals must be received by **no later than Thursday, December 29, 2016, at 2:00 P.M.**

EVALUATION: The evaluation system consists of a 100-point ranking system. The firms will be short-listed from this evaluation.

EVALUATION CRITERIA

In the following criteria for a minimum and preferred qualifications, one year, two years, etc. experience need not consist of continuous work but may be made up of discontinuous periods of full-time work adding up to the equivalent years of full-time experience.

RESPONSE EVALUATION CRITERIA

The Firm's response will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "Response Evaluation Form."

1. Professional Qualifications of Team (20 points)

The Firm should provide information on their proposed Windstorm Engineer/Inspector, i.e. applicable certifications/registrations and other pertinent information that demonstrates their qualification to perform the services in the contract. The Windstorm Engineer shall have experience in performing similar contracts.

Minimum Qualifications - One (1) Windstorm Certified Engineer with educational background or strong experience in windstorm design and inspection of residential structures with less than 2 years experience.

Preferred Qualifications - One (1) Windstorm Certified Engineer with educational background or strong experience in windstorm design and inspection of residential structures with more than 2 years experience.

2. Experience/Availability of Project Engineer/Project Manager (30 points)

The Windstorm Engineer must be a licensed and registered Engineer with the State of Texas and have current windstorm certifications by the Texas Department of Insurance, with have adequate experience in managing projects. The Windstorm Engineer's resume must be included in the appendix. Scope of relative projects must be included as well with references.

Minimum Qualifications - The Windstorm Engineer must have managed at least one (1) Municipal project with successful submittal of WPI-1 forms to Texas Department of Insurance.

Preferred Qualifications - The Windstorm Engineer must have managed more than (1) Municipal project with successful submittal of WPI-1 forms to Texas Department of Insurance.

3. Understanding of Project (40 points)

The response shall include the following:

- ❖ Demonstrate an understanding of the scope of services
- ❖ Address the approach to complete the scope
- ❖ Address appropriate Federal/State/Local regulations and policies

Minimum Qualifications - The response must address knowledge and experience of working with multiple entities, such as Texas Department of Insurance, Construction Contractors, and Building Inspection.

Preferred Qualifications - The response must address the approach to complete the scope and identify information to be gathered or obtained and how it will be used in addition to the Minimum Qualifications above. The response must indicate knowledge of state and federal funding programs for projects and identify those applicable.

4. Familiarity with Applicable Rules and Regulations (10 points)

The response should indicate, through past experience of Windstorm Design and Inspection, that they possess sufficient knowledge of governmental regulations, appropriate codes, guidelines, professional standards and policies (as required).

Minimum Qualifications - The response must contain a narrative that outlines applicable regulations, guidelines, standards and policies.

Preferred Qualifications - Suitable examples of previous Windstorm Design and Inspection of residential structures completed, in addition to the Minimum Qualifications above.

RESPONSE EVALUATION FORM

RFQ NO. 2016 Windstorm Design & Inspection Services

| Selection Criteria | *RIF | **Evaluation (Scale 0-3) | Score |
|---|-------------|-----------------------------|-----------|
| 1. Professional Qualification of Team | (20 points) | X () = | () |
| 2. Experience/Ability of Project Engineer/Manager | (30 points) | X () = | () |
| 3. Understanding of Project | (40 points) | X () = | () |
| 4. Familiarity with Applicable Rules and Regulations | (10 points) | X () = | () |
| Total | 100% | Total Score | _____ |

Respondent: _____
 Evaluator: _____ Date: _____

* The Relative Importance Factor (RIF) is the relative importance (or weight) of each criterion as it relates to the particular project.

** The Respondent is to be evaluated with regard to the selection criteria by each committee member, on the basis of a rating system with the following scale:

- 0 – Does not meet minimum qualifications.
- 1 – Meets minimum qualifications.
- 2 – Meets preferred qualifications.
- 3 – Exceeds preferred qualifications.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.
A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Adopted 08/29/2007

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

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A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

NONE

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

NONE

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007

***THIS SAMPLE FORM IS ONLY TO BE USED IF THERE IS NO BUSINESS RELATIONSHIP WITH A CITY OR WITH A CITY OFFICIAL.**

Certification Regarding Debarment and Suspension

U.S. Department of Housing and Urban Development

Certification A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief that its principals;

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;

b. Have not within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them 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 statutes 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 governmental 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 the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Certification (A)

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to whom this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of these regulations.

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines this eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph (6) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause of default.

Certification B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Certification (B)

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded**, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a lower covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.

| | |
|---|-------|
| Applicant | Date |
| Signature of Authorized Certifying Official | Title |