

REQUEST FOR PROPOSALS

CONSTRUCTION MANAGEMENT SERVICES

HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

2160 41<sup>ST</sup> AVE

CAPITOLA CA 95010

831-454-5923

Due date August 2, 2021

9AM

Late proposals will not be accepted

## Construction Management Services RFP

The Housing Authority of the County of Santa Cruz (HA) is accepting proposals for Construction Management Services. The HA has a need for Construction Management services for various existing and future projects located within the County of Santa Cruz. The ideal candidate/firm should have experience in developing/creating scopes of work/specifications, preparing and creating bid packages, creating construction contracts, knowledgeable on prevailing wages (State and Davis Bacon), knowledgeable with the Public process/bidding, conducts site inspections to ensure work is being done per plans, process and monitor change orders, be able to create a close out folder/binder and ensure all conditions of the contract are met. The ideal candidate/firm will have experience with the development process, working with Architects, Civil Engineers, local planning staff and building officials.

The construction manager would be an independent contractor and would take direction from Housing Authority Staff. The ideal candidate/firm would be willing to work on projects that are both large and small.

Listed below are a few of the projects both existing and planned:

**Underway - Development of a 20 unit 100% affordable housing apartment complex located on the west side of Santa Cruz**

**Ongoing- Various small single unit apartment moderations – these occur upon vacate by an existing tenant**

**Future - Small perimeter fencing projects**

**Future - Reroofing of approximately 15 apartment sites**

**Future - 103 unit building envelopment modernization/repair:  
Roofs, siding repair/replacement, painting, flooring, door replacement, water heater replacement, countertop and cabinet replacement, plumbing and electrical fixture replacement**

**Future - Parking lot repair, seal and stripe**

**Future – Upgrading a private wastewater system**

RFP Information

HACSC Procurement Contact Person	Amy Gear <a href="mailto:Amyg@hacosantacruz.org">Amyg@hacosantacruz.org</a>
Inquiries/Clarification Requests	All Inquiries/Clarification requests must be submitted in writing to <a href="mailto:amyg@hacosantacruz.org">amyg@hacosantacruz.org</a>
Proposal Format	Submit 1 electronic (email) to the HACSC main office as noted below.
Bid Submittal Return and Deadline	<p>August 2, 2021 at 9:00 a.m. Housing Authority of the County of Santa Cruz</p> <p>Attn: Amy Gear</p> <p>2160 41<sup>st</sup> Avenue</p> <p>Capitola, CA 95010</p> <p><a href="mailto:Amyg@hacosantacruz.org">Amyg@hacosantacruz.org</a></p> <p>Please note: Bids may be submitted by mail or hand delivered. Documents, including those mailed, must be received by Housing Authority of the County of Santa Cruz no later than 9:00 a.m. on this date.</p>
Owner's Authorized Representative	Amy Gear, Assistant Director of Property Management
Anticipated award date:	August 2021

Proposals received after the deadline will not be accepted and will be disqualified. In order to be considered on time, a proposal must be date-stamped by the above date 9:00 AM. Postmarks will not be accepted.

## Purpose and Reservation of Rights

The Housing Authority of the County of Santa Cruz and its affiliates (collectively HACSC) is soliciting proposals from interested, qualified construction management services companies for construction management services of owned properties.

### **HACSC'S RESERVATION OF RIGHTS.**

- A. Right to Reject, Waive, or Terminate the RFP.** The HACSC reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the HACSC to be in its best interests.
- B. Right to Not Award.** The HACSC reserves the right not to award a contract pursuant to this RFP.
- C. Right to Retain Proposals.** The HACSC reserves the right to retain all proposals submitted and not permit withdrawal for a period of 90 days subsequent to the deadline for receiving proposals without the written consent of the HACSC Contact Person.
- D. Right to Negotiate.** The HACSC reserves the right to negotiate the fees proposed by the proposer entity.
- E. Right to Reject Any Proposal.** The HACSC reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- F. No Obligation to Compensate.** The HACSC shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
- G. Price Firm.** Proposed prices must be firm for 90 days from date of proposal.
- H. Proposals as Public Records.** All proposals in response to this RFP are public records and available for inspection and copying upon

request only if the agreement is recommended for award and only five business days prior to the date the Housing Authority Board of Commissioners will consider such award.

- I. **Protest:** All Proposers will be provided with staff's written Notice of Intent to Award of the contract to a particular firm. Proposers not selected may lodge a written protest within three business days of such notice. The protest must state the basis for objection and include sufficient detail for HACSC to evaluate the merits of the protest. Protests should be sent to:

Housing Authority of the County of Santa Cruz  
Attn: Executive Director  
2160 41<sup>st</sup> Avenue  
Capitola, CA 95010

Failure to lodge a written protest in accordance with these procedures will constitute the Proposers' waiver of any legal right to challenge the protest in a court of law.

- J. **Equal Opportunity:** HACSC strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to submit proposals, to participate as partners, or to participate in other business activity in response to this RFP.
- K. **Conflict of Interest:** In submitting a proposal, the firm affirms that to the best of its knowledge, there exists no actual or potential conflict between the firm's business and financial interests and any commissioner, officer, employee, or agent of HACSC or HACSC's affiliate corporate entities. To the extent that a potential conflict exists, this must be disclosed in the proposal.

#### Proposal Format

All proposals submitted in response to this RFP must be formatted in accordance with the sequence listed below. Each category should be separated by dividers.

- A. **Profile of Firm** (Attachment A). This form is a requirement of the proposal.

**Client References.** The proposer shall submit a list of five former or current clients, for whom the proposer has performed similar or like-kind

services to those being proposed in this solicitation. At minimum, the list shall include the following:

- i. The client's name
- ii. The name of client's primary contact
- iii. The client's telephone number and e-mail address
- iv. A brief narrative description of how the services provided are similar to those requested in this RFP, the scope of services provided and the dates of services.

**B. Fee Schedule** (Attachment B) must be completed for each property including one for "Scattered Sites"

**C. Proposed Services.** The proposer shall provide a detailed description of its approach (**Work Plan**) in providing the required services.

**D. Financial Viability.** The proposer entity must submit a concise description of its financial capacity to deliver the proposed services.

**E. Management Plan.** The proposer must submit a concise description of its managerial capacity to deliver the proposed services. The description shall outline the proposer's qualifications to provide the services, the firm's background, the firm's organizational structure, and include a discussion on the following topics:

- i. The proposer's Technical Capabilities as described within Evaluation Factor No. 4.
- ii. The proposer's Demonstrated Experience in performing similar work and Demonstrated Successful Past Performance as described within Evaluation Factor No. 5.

**F. Subcontractor/Joint Venture Information (Optional Item).** The proposer shall identify whether or not it intends to use any subcontractors for this contract, if awarded, and whether the proposal is a joint venture with another firm. Please remember that all information required from the proposer must also be included for any major subcontractors (10% or more) or from any joint venture.

## **7. Proposal Submission**

All proposals must be submitted and time-stamped received in the designated HACSC office by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of one electronic (email) copy and 1 hard copies of the proposal submittal shall be addressed to:

Housing Authority of the County of Santa Cruz

Attention: Amy Gear

Amyg@hacosantacruz.org

The package exterior must denote the RFP title and must have the proposer's name and return address. Proposals received after the published deadline will not be accepted except as otherwise provided by applicable law or regulation.

- i. **Submission Conditions.** Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the HACSC by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the HACSC decides that any such entry has not changed the intent of the proposal that the HACSC intended to receive, the HACSC may accept the proposal and the proposal shall be considered by the HACSC as if those additional marks, notations or requirements were not entered on such.
  - ii. **Submission Responsibilities.** It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the HACSC, including the RFP document, the documents listed, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by HACSC's Contact Person to exclude any of the HACSC requirements contained within the documents may cause that proposer to not be considered for award.
- K. Proposer's Responsibilities – Contact with the HACSC.** It is the responsibility of the proposer to address all communication and correspondence pertaining to this RFP process only to the HACSC Contact Person named on the RFP. Proposers must not make inquiry or communicate with any other HACSC staff member or official (including members of the Boards of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the HACSC to not consider a proposal submittal received from any proposer who has not abided by this directive.

- i. **Addendums.** All questions and requests for information must be addressed in writing to the HACSC Contact Person.

**8. Proposal Evaluation**

**A. Evaluation Factors.** The HACSC intends to retain the successful proposer pursuant to a "Best Value" basis, not a "Low Proposal" basis ("Best Value," in that the HACSC will, as detailed within the following Section, consider factors other than just cost in making the award decision). The following factors will be considered within a 100 maximum point scale to evaluate each proposal submittal received to determine if the proposer meets the stated requirements. Failure to meet these requirements may be cause for eliminating the proposal from further consideration; HACSC reserves the right to consider other factors it deems in the interest of HACSC, at its sole discretion, with or without prior notice to proposers:

NO.	FACTOR DESCRIPTION	POINTS
1	The <b>PROPOSED COSTS</b> the proposer proposes to charge the Owner.	30 points max
2	The proposer's <b>DEMONSTRATED UNDERSTANDING of the REQUIREMENT.</b>	10 points max
3	The proposer's technical capabilities (in terms of personnel, equipment, materials, and procedures for maintaining level of service, etc)	30 points max
4	The proposer's demonstrated experience and successful past performance in performing similar work.	30 points max



## Evaluation Method.

### Initial Evaluation for Responsiveness.

- a) Each proposal will first be evaluated for responsiveness to ensure that it meets the minimum requirements.
- b) **Minimum Requirements.** A proposer will be considered “non-responsive” to this RFP and will be disqualified from further consideration if any of the following minimum qualifications are not met.
  - 1) Proposer must have at least five (5) years of experience providing construction management services.
  - 2) Proposer must have at least three (3) separate client references where proposer has performed the same or similar professional services to those proposed in this solicitation. The proposing firm must have performed the work as the prime contractor for each of the client references listed.
  - 3) The proposed staff for Properties are expected to have at least two (2) years of experience providing property management services, preferably for an affordable housing development. Proposer must demonstrate adequate supervision and quality control mechanism to supervise properties and staff.

**Evaluation Committee.** The HACSC anticipates that the Executive Director will select a minimum of a three-person committee to evaluate each of the responsive proposals submitted in response to this RFP.

- i. **Potential “Competitive Range” or “Best and Finals” Negotiations.** The HACSC reserves the right to conduct a “Best and Final” Negotiation, which may include oral interviews, with all firms deemed to be in the competitive range. Any firm deemed not to be in the competitive range shall be notified of such in writing by the HACSC in a timely manner as possible.,  
**Restrictions.** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or

employees of a proposer entity should make this fact known and disclose the relationship.

## **Contract Provisions**

- A. **Acceptance of Terms and Conditions.** By completing, executing and submitting the Owner-required documentation, the proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFP as issued by the Owner, including the contract clauses attached. Accordingly, after the submittal deadline, the Owner has no responsibility to conduct any negotiations pertaining to the contract clauses already published.
- B. **Contract Conditions.** The following provisions are considered mandatory conditions of any contract award made by the Owner pursuant to this RFP:
- i. **Contract Form.** —By submitting a proposal, successful proposer agrees to negotiate in good faith to develop/modify an agreeable Property Management Agreement
  - ii. **Unauthorized Sub-Contracting Prohibited.** The successful proposer shall not assign any right nor delegate any duty for the services proposed pursuant to this RFP without the prior written consent of the Owner's Authorized Representative. Any purported assignment of interest or delegation of duty, without Owner's prior written consent, shall be void and may result in the cancellation of the contract, or may result in the full or partial forfeiture of funds paid to the successful proposer.
  - iii. **Contracting Period.** The Owner anticipates that it will initially award a contract for project by project basis.
- C. **Indemnification and Insurance Requirements.** Successful proposer agrees to indemnify Owner, Owner's affiliated corporations, HACSC and their officers and employees and maintain the policies set forth in the
- D. **Right to Negotiate Final Fees.** The Owner shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the Owner's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Owner has chosen a top-ranking proposer. If such negotiations are not, in the opinion of the contracting official successfully concluded within 5 business days, the Owner shall

retain the right to end such negotiations and begin negotiations with the next-rated proposer.

- E. **Contract Service Standards.** All services performed pursuant to the Agreement entered into as a result of this RFP must conform and comply with all applicable local, state and federal laws and regulations.

**PROFILE OF FIRM  
(ATTACHMENT A)**

(1) Prime  Subcontractor  (This form must be completed by and for each).

(2) Name of Firm: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

(3) Street Address, City, State, Zip: \_\_\_\_\_

(4) Please attach a brief biography/resume of the company, including the following information: (a) Year Firm Established; (b) Year Firm Established in Current Location; (c) Former Name and Year Established (if applicable); (d) Name of Parent Company and Date Acquired (if applicable).

(5) Identify Principals/Partners in Firm (submit hereunder a brief professional resume for each):

NAME	TITLE	% OF OWNERSHIP

(6) Identify the individual(s) that will act as project manager(s) and any other supervisory personnel that will work on project; please submit hereunder a brief resume for each. (Do not duplicate any resumes required above):

NAME	TITLE

(7) Bidder Diversity Statement: You must indicate all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Caucasian<br>American (Male)<br>_____ % | <input type="checkbox"/> Public-Held<br>Corporation<br>_____ % | <input type="checkbox"/> Government<br>Agency<br>_____ % | <input type="checkbox"/> Non-Profit<br>Organization<br>_____ % |
|--|--|--|--|

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise. Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> African American<br>Islander-American<br>_____ % | <input type="checkbox"/> Native-American<br>_____ % | <input type="checkbox"/> Hispanic-American<br>_____ % | <input type="checkbox"/> Asian/Pacific<br>_____ % |
|---|---|---|---|

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Woman-Owned (MBE)<br>_____ % | <input type="checkbox"/> Woman-Owned (Caucasian)<br>_____ % | <input type="checkbox"/> Other (Specify)<br>_____ % |
|---|---|---|

WMBE Certification Number: \_\_\_\_\_

**(NOTE #1: A CERTIFICATION/NUMBER IS NOT REQUIRED TO SUBMIT BID-ENTER IF AVAILABLE)**

Certified by: \_\_\_\_\_

**(NOTE #2: THIS IS ONE OF TWO PAGES - BOTH PAGES MUST BE COMPLETED)**

**PROFILE OF FIRM  
(ATTACHMENT A)**

- (8) Federal Tax ID No.: \_\_\_\_\_
- (9) State of California License Type and No.: \_\_\_\_\_
- (10) Worker's Compensation Insurance Carrier: \_\_\_\_\_  
Policy No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- (11) General Liability Insurance Carrier: \_\_\_\_\_  
Policy No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- (12) Professional Liability Insurance Carrier: \_\_\_\_\_  
No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- (13) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, , or any local government agency within the State of California? Yes  No   
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.
- (14) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HACSC? Yes  No   
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.
- (15) Non-Collusion Affidavit: The undersigned party submitting this proposal or bid hereby certifies that such proposal or bid is genuine and not collusive and that said bidder entity has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham proposal or bid or to refrain from proposing or bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal or bid price of affiant or of any other bidder or bidder, to fix overhead, profit or cost element of said proposal or bid price, or that of any other bidder or bidder or to secure any advantage against the Housing Authority or any person interested in the proposed contract; and that all statements in said proposal or bid are true.
- (16) Verification Statement: The undersigned bidder hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HACSC discovers that any information entered herein is false, that shall entitle the HACSC to not consider nor make award or to cancel any award with the undersigned party.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**REFERENCES FORM**

All persons submitting a bid, proposal or statement of qualifications, must submit at least three references. Please provide name of company, agency or person for whom the service or supplies were provided, the contact person, address and phone number:

1. Company Name:	_____
Contact Person:	_____
Address:	_____
Phone Number:	_____
Service Provided:	_____
	_____
Value of project:	_____
Dates Provided:	_____
2. Company Name:	_____
Contact Person:	_____
Address:	_____
Phone Number:	_____
Value of project:	_____
Service Provided:	_____
	_____
Dates Provided:	_____
3. Company Name:	_____
Contact Person:	_____
Address:	_____
Phone Number:	_____
Value of project:	_____
Service Provided:	_____
	_____
Dates Provided:	_____

