

CITY OF BRUNSWICK, GEORGIA

December 6, 2016

**DEPARTMENT OF COMMUNITY DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT
CONSTRUCTION/REHAB MONITORING SERVICES**

REQUEST FOR PROPOSAL

(#16C-001)



Request for Proposal
Construction/Rehab Monitoring Services

CITY OF BRUNSWICK, GEORGIA

RFP (#16C-001)

The City of Brunswick, Georgia is searching for responses to the Request For Proposal (RFP) (#16C-001) to identify one or more contractors who are qualified to provide construction monitoring services for projects accepted by the City of Brunswick's Community Development Department. The required information is provided in detail within this document as well as on the city's website which can be found by visiting www.brunswickga.org.

All proposals must be received at the City Hall Building located at 601 Gloucester Street, Brunswick, Georgia 31520 no later than 3:00 P.M. on Monday, January 2, 2017. **Late proposals will not be accepted.**

All questions concerning this RFP must be addressed in writing to Shauntia Lewis at slewis@cityofbrunswick-ga-gov, no later than 3:00 P.M. Wednesday, January 4, 2017

J. Aaron Dunham Jr., Purchasing Agent

The city will receive **sealed** technical and fee proposals at the following address:

City of Brunswick, Georgia
Purchasing Department
City Hall
601 Gloucester Street
Brunswick, Georgia 31520

PURPOSE & BACKGROUND

The City of Brunswick is moving toward economic and community revitalization; the integrity of the City's aging housing stock is weakening. The qualities of our existing single-family areas need to be preserved and protected to enhance City's growth and retain its character. The Housing Rehabilitation Program is an important step towards that goal.

The Department of Housing and Urban Development (HUD) annually awards Community Development Block Grant (CDBG) funds to the City of Brunswick. The City of Brunswick uses the funds in part to provide funding to low-moderate income families with no interest forgivable loans for residents within the city limits. The funds are provided to homeowners for making essential home repairs ensuring preservation and improvement of existing housing stock, enabling long-term residents to live comfortably and safely in their homes, and enhancing the livability of our neighborhoods.

The City of Brunswick, through participation in the Community Development Block Grant (CDBG) program will be conducting minor/major home rehabilitation projects and anticipate performing multiple projects at any given time. The City of Brunswick is currently seeking qualified contractors to monitor the varying rehabilitation projects that the city plans to undertake, as well as any special projects that may develop during the course of the fiscal year. The successful candidate will be assigned work on a priority basis depending upon the scope of services being provided at the time. This contract will be awarded on an annual basis to run concurrent to the City's fiscal year which begins on July 01 of the current year and will end on June 30 the following calendar year.

STATEMENT OF QUALIFICATIONS & SUBMISSION REQUIREMENTS

All Proposals MUST be received no later than 3:00 P.M. on Monday December 19, 2016 and each proposal must be submitted in a sealed package marked RFP (#16C- 001), CDBG Construction/Rehab Monitoring Services. Proposals not received prior to the deadline will automatically be disqualified and will not be considered (proof of mailing in time to be received before deadline will not be sufficient). Each proposal must contain: one (1) original bound copy, and three (3) unbound duplicate copies of the proposal.

The following information must be included in the RFP to be considered:

- Letter of Interest
- Company Profile (Copy of Valid General Contractor License, Driver's License and all other pertinent licensures, certifications and training)
- Resumes of key personnel that will be assigned to the project(s)
- Statement of Insurance Coverage
- Completed Drug Free Work Place Certification Form
- Reference letters

- Fee proposal (should be a separate sealed package and must contain hourly rates of employee(s) anticipated to work during the contract period, and an itemized list of all expected reimbursable expenses)

The City will assemble a selection committee to review all of the eligible responses and the committee will select the proposal that offers the best combination of price, qualifications, and best fits the needs of the City of Brunswick. The City of Brunswick reserves the right to request in person interviews if it is deemed necessary.

The City of Brunswick reserves the right to accept or reject any or all proposals received in response to RFP (#16C-001), to request wholly or in part new proposals or to negotiate with any proposer deemed qualified in any manner deemed in the best interest of the City of Brunswick.

The City hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, Women and Minority Business Enterprise (WMBE) and disadvantaged business enterprises will be afforded full opportunity to submit in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

REQUEST FOR PROPOSAL
CONSTRUCTION/REHAB MONITORING SERVICES

INSTRUCTIONS TO PROPOSERS

1. **Intent**: It is intended that the Instructions to Proposers, General Conditions, and Detailed Specifications shall define and describe the complete work to which they relate.
2. **Work to Be Done**: The work to be performed under this contract consists of, but is not limited to, providing a construction/rehab monitoring and reporting plan, provide forms, reports, maps, logs necessary to perform the Scope of Work (“SOW”) detailed herein, conduct surveys, coordinate daily activities of the construction monitors, field complaints and damage claims.
3. **Site Examination**: The Proposer is advised to examine the location of the work and to inform him/herself fully as to its conditions; the conformation of the ground; the character, quality and quantity of the products needed preliminary to and during the prosecution of the work; the general and local conditions and all other matters which can in any way affect the work to be done under the Contract. Failure to examine the site will not relieve the successful Proposer of his obligation to furnish all products and labor necessary to carry out the provisions of his/her contract. The Proposer shall notify the Purchasing Agent of the company representative name(s) of those attending the non-mandatory Pre-proposal meeting via email at adunham@cityofbrunswick-ga.gov. The Proposer is solely responsible for any damages caused by his/her examination of the site.
4. **Determination of Successful Proposer**: The Contract will be awarded to the Proposer with the highest score, if awarded.
 - (a) **Responsibility**: The determination of the Proposer’s responsibility will be made by the City based on whether the Proposer:
 1. maintains a permanent place of business,
 2. has the appropriate technical experience,
 3. has adequate plans, staff, and equipment to do the work properly and expeditiously
 4. has suitable financial means to meet obligations incidental to the work.

The Proposer shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any Proposal if the evidence submitted by, or upon investigation of, the Proposer fails to satisfy the City that he/she is properly qualified to carry out the obligation of the Contract.

(b) **Responsiveness:** The determination of responsiveness will be made by the City based on a consideration of whether the Proposer has submitted a complete Proposal form without irregularities, excisions, special conditions, or alternative Proposals for any item unless specifically requested in the Proposal form.

5. **Proposal Alternates:** Proposers are requested to review Proposal alternates, if any, as outlined on the Proposal Form
6. **Submission of Proposals:** Proposals shall be submitted at the time and place indicated in the Invitation. The City **will not** accept late Proposals.

On the outside of the envelope containing the Proposal shall be noted the following:

CONSTRUCTION/REHAB MONITORING SERVICES RFP (#16C -001)

7. **Gratuities:** The City acknowledges that, particularly during the holiday season, it may be customary to provide gifts to employees or departments. However, City Policy prevents the acceptance of such gifts. Your cooperation in respecting the policy is appreciated.
8. **Georgia Open Records Act:** Proposers are reminded that documents and information in the possession of the City will be treated as confidential/proprietary information only to the extent permitted by the Georgia Open Records Act, and will be exempt from disclosure to a third party only to the extent permitted by the Georgia Open Records Act. Should you believe that your Proposal contains any trade secrets you must submit an affidavit, along with the Proposal, that states that specific portions of the Proposal contain trade secrets as defined by Georgia law (Article 27 of Chapter 1 of Title 10 of the Official Code of Georgia). Furthermore, the affidavit must be detailed, citing specifically (citing paragraphs, articles, provisions, pages, etc.) the portions of the Proposal containing any trade secrets.

Section 3

As a United States Department of Housing and Urban Development Grantee, the City of Brunswick is required to comply with the Section 3 Housing and Urban Development (HUD) Act of 1968. Section 3 is a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low- or very-low income residents in connection with projects and activities in their neighborhoods.

-End of Instructions-

CONTRACTOR AFFIDAVIT AND AGREEMENT

(Failure to submit will render Proposal non-responsive You must use this form, you must be enrolled in this program, you must include your user ID #)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with The City of Brunswick has registered with and is participating in a federal work authorization program [Employment Eligibility Verification (EEV) / Basic Pilot Program, operated by the U.S. Citizens and Immigration Services Bureau of the U. S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA)] in accordance with O.C.G.A. § 13-10-91. Further, the undersigned contractor states affirmatively that the individual, firm, or corporation contracting with The City of Brunswick will continue to utilize and participate in the EEV federal work authorization program throughout the term of this contract.

The undersigned further agrees that, should it employ or contract with any subcontractor(s) in connection with the physical performance of services pursuant to this contract with The City of Brunswick, contractor will secure from such subcontractor(s) similar verification of compliance with O.C.G.A. § 13-10-91 on the Subcontractor Affidavit provided in Rule 300-10-01-.08 or a substantially similar form provided by The City of Brunswick. Contractor further agrees to maintain records of such compliance and provide a copy of each such verification to The City of Brunswick at the time the subcontractor(s) is retained to perform such service.

EEV Number

BY Authorized Officer or Agent
Name)

Date (Contractor

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE DAY OF _____, 20__.

Notary Public

My Commission Expires: _____

Note: As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U.S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security in conjunction with the Social Security Administration (SS)

REPRESENTATION AFFIDAVIT

(TO BE SUBMITTED)

This proposal is submitted to The City of Brunswick, Georgia Board of Commissioners (City) by the undersigned who is an authorized officer of the company and said company is licensed to do business in Georgia and The City of Brunswick. Further, the undersigned is authorized to make these representations and certifies these representations are valid. The Proposer recognizes that all representations herein are binding on the Company and failure to adhere to any of these commitments, at the City's option, may result in a revocation of the granted contract.

Consent is hereby given to the City to contact any person or organization in order to make inquiries into legal, character, technical, financial, and other qualifications of the Proposer.

The Proposer understands that, at such time as the City decides to review this proposal, additional information may be requested. Failure to supply any requested for information within a reasonable time may result in the rejection of the Proposer's proposal with no re-submittal rights.

The successful Proposer understands that the City, after considering the legal, financial, technical, and character qualifications of the Proposer, as well as what in the City's judgment may best serve the public interest of its citizens and employees, may grant a contract.

The successful Proposer understands that this proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same, and is in all respects fair and without collusion or fraud. I understand that collusive Proposals is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.

Company Name: _____

Authorized Person: _____ Signature _____

(Print/Type)

Title: _____ Date: _____

Address: _____

Telephone : _____ Fax: _____

Name and telephone number of person to whom inquiries should be directed:

Name: _____

Address: _____

Title: _____

_____ Telephone _____

Fax: _____ E-mail: _____

SCOPE OF WORK

The primary duties pertaining to RFP (#16C-001) include but are not limited to the following:

1. To provide technical and professional services regarding the minor/major rehabilitation and construction projects accepted by the City of Brunswick according to the specifications governing the City's CDBG Program.
2. Inspect existing structures to ensure that they meet the rehabilitation requirements to include all applicable federal, state and local housing/building codes.
3. Schedule and conduct meetings with all appropriate parties (construction contractor, city staff, property owner, etc.) to outline the scope of work for each project and establish a schedule of deliverables accordingly.
4. Take photographs to document progress of existing projects (before, during, and after) and ensures that established timelines are met and notifies the appropriate officials of any delays and calculates a new timeframe.
5. Establish and maintain a complete and detailed history of each project and have the documents available upon request at any point during the project (during or after project completion)
6. Review and approve any pay requests, change order requests and inspect level of completion and quality of work performed. The successful candidate will be granted the authority to reject pay requests due to substandard work or poor craftsmanship.
7. Perform unscheduled substantial completion inspections and compile a list of any deficiencies and report those areas to the City immediately.
8. Perform a final completion inspection and ensure that all previously noted deficiencies have been properly addressed, and that there are no new areas of concern. Once all parties are satisfied, issue a certificate of final completion.
9. Provide written reports containing photographs, copies of inspections, and all other documents pertaining to each project upon its completion.

LEGAL AND CHARACTER QUALIFICATIONS

Convictions: Has the Proposer (including parent corporation, if applicable) or any principal ever been convicted in a criminal proceeding (felonies or misdemeanors) in which any of the following offenses were charged?

		Y	N
a	Fraud		
b	Embezzlement		
c	Tax Evasion		
d	Bribery		
e	Extortion		
f	Jury Tampering		
g	Anti-Trust Violations		
h	Obstruction of justice (or any other misconduct affecting public or judicial officers' performance of their official duties)		
i	False/misleading advertising		
j	Perjury		
k	Conspiracy to commit any of the foregoing offenses		

Civil Proceedings: Has the Proposer or any principal ever been a party, or is now a party, to civil proceeding in which it was held liable for any of the following?

		Y	N
a	Unfair/anti-competitive business practices		
b	Consumer fraud/misrepresentation		
c	Violations of securities laws (state and federal)		
d	False/misleading advertising		
e	Violation of local government ordinance		

License Revocation:

	Y	N
Has the Proposer or any principal ever had a business license revoked, suspended, or the renewal thereof denied, or is a party to such a proceeding that may result in same?		

Responses: If "yes" is the response to any of the foregoing, provide Information such as date, court, sentence, fine, location, and all other specifics for each "yes" response.

Principals: The full names and addresses of persons or parties interested in the foregoing Proposal, as principals, are as follows:

NAME

ADDRESS

References: The Proposer lists below work he has done of similar nature as this solicitation, as references that will afford the City opportunity to judge as to experience, skill, business standing, and financial ability.

CONTACT

PHONE

PERSON

TITLE

NUMBER/EMAIL

SELECTION CRITERIA

All eligible proposals will be evaluated by a Selection Committee based on the following weighted criteria:

Fee proposal	25%
Staff Qualifications	25%
Reference List	25%
Project Understanding/Approach	25%
Total	100%

The City reserves the right to request in person interviews in order to make an accurate determination, however a decision may be made based solely on the information submitted prior to the closing date if the Selection Committee deems that they have a sufficient amount of information to make a decision. Once a decision is made by the committee, a recommendation will be made to the City Manager for final approval before the contract is awarded.

STATEMENT OF INSURANCE COVERAGE

This is to certify that

(Insurance Company)

of

(City/State)

(Insurance Co. Address)

has issued policies of insurance, as identified by a policy number to the insured name below, and that such policies are in full force and effect at this time. Furthermore, this is to certify that these policies meet the requirements described in the General Conditions of this project; and it is agreed that the insurer will endeavor, if allowed by the policy, to provide the Owner thirty (30) calendar days' notice of nonrenewal, cancellation, or termination of the coverage. Such notice shall be delivered to:

The City of Brunswick Georgia Board of Commissioners, Purchasing Agent, 601 Gloucester Street, City Hall, Brunswick, Georgia 31520.

It is further agreed that The City of Brunswick Board of Commissioners shall be named as an additional insured on the Contractors policy

- 1. Insured:
- 2. Project Name: **Construction/Rehab Monitoring Services for The City of Brunswick**
- 3. Project Number: (#16C – 001)
- 4. Policy Numbers(s):

DATE:

(INSURANCE COMPANY)

ISSUED AT:

(AUTHORIZED REPRESENTATIVE)

ADDRESS:

NOTE: Please attach Certificate of Insurance form to this page

(Attach any endorsements)

DRUG FREE WORK PLACE CERTIFICATION

In order to have a drug- free workplace, a business shall:

Publish a statement notifying employees that the unlawful, manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited in the workplace and specifying the actions that shall be taken against employees for violation of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

As a condition of working on the commodities or contractual services then under Proposal, the employee shall notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or require satisfactory participation in a drug abuse assistance or rehabilitation program if such in available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

Company Name

Authorized Signature

Title

Date: _____