



Fort Worth Housing Authority
"Investing in the Community"

FORT WORTH HOUSING AUTHORITY

REQUEST FOR PROPOSALS

FOR

TRASH DISPOSAL SYSTEM DESIGN

Issue Date: February 23, 2003
Proposal Due Date: March 28, 2003

Table of Contents – Trash Disposal System Design

TABLE OF CONTENTS.....	1
INVITATION TO SUBMIT PROPOSALS.....	2
GENERAL BACKGROUND MATERIAL.....	3
PHA MISSION AND DESCRIPTION	3
SCOPE OF SERVICES	4
SUBMISSION PROCESS AND REQUIREMENTS	4
EVALUATION PROCESS AND SELECTION CRITERIA	7
EXHIBITS.....	10
A. Property Description – Hunter Plaza	
B. Certifications and Affidavits	
1. Instructions to Offerors (Form HUD-5369-B)	
2. Certifications and Representations of Offerors (Form HUD-5369-C)	
3. General Contract Conditions (Form HUD-5370-C)	
4. Certification of a Drug-Free Workplace (Form HUD-50070)	
5. Certification of Payments to Influence Federal Transactions (Form HUD-50071)	
6. Form of Non-Collusive Affidavit (FWHA)	
7. Section 3 Clause	
8. Federal Labor Standards Provisions (Form HUD-4010)	
9. Equal Employment Opportunity Certification (Form HUD-92010)	
10. Certification Regarding Debarment and Suspension (Form HUD-2992)	
C. Identification Sheet	
D. Compact Disc- With Drawings	

INVITATION TO SUBMIT PROPOSALS

The Fort Worth Housing Authority (FWHA) seeks proposals from interested architectural and engineering firms to design a trash disposal system at Hunter Plaza Apartments located at 605 West 1st Street, Fort Worth, Texas.

The FWHA invites architects and engineers to submit proposals reviewing the widest array of possible concepts that may be incorporated in the design of a trash disposal system at Hunter Plaza.

The FWHA is the owner of an eleven-story residential high-rise building located in downtown Fort Worth. The building was constructed in 1951 for Fortune Arms, Inc. In 1974 the FWHA acquired the property and renovated it for public housing.

The request for proposal is for a trash removal system for the 234 apartments on Floors Two through Eleven. The objective is to remove the trash from this facility with minimal manpower. The new trash removal system should be inconspicuous and efficient.

Proposals must be received by FWHA on or before **March 28, 2003 at 12:00 p.m.** All proposal submittals shall be labeled as follows:

**FORT WORTH HOUSING AUTHORITY
Proposal for Trash Disposal System Design
Attn: Thomas Strempeke, A&E Coordinator
Planning & Development Department
300 South Beach Street
Fort Worth, TX 76105**

Proposals may **NOT** be withdrawn for a period of ninety (90) days from the submission deadline date.

A site visit will be held on **March 12, 2003 from 8:00 a.m. to 12:00p.m. CST.**

All questions about the project must be submitted in writing by **March 19, 2003** to:

**Fort Worth Housing Authority
Attn: Thomas Strempeke, A&E Coordinator
300 South Beach
Fort Worth, TX 76105
817-535-5478
tom@ftwha.org
Website at www.ftwha.org.**

PHA MISSION AND DESCRIPTION

The Housing Authority of the City of Fort Worth is committed to providing adequate affordable housing in a suitable living environment to low and moderate-income individuals and families without discrimination; and to creating economic opportunities for our customers to become self-sufficient.

The Fort Worth Housing Authority (FWHA) owns and operates approximately 1,175 public housing units at five locations and 99 single-family rental units on scattered sites. Additionally, the agency administers 4,768 Section 8 vouchers. FWHA also owns 72 Project-Based Section 8 units and 967 non-subsidized units.

BACKGROUND AND PROPOSAL OBJECTIVE

Hunter Plaza is an eleven-story residential high-rise built in the early 1950's located in downtown Fort Worth. Occupancy of the building is restricted to elderly and disabled residents. The first and eleventh floors are used as office space. Floors Two through Ten contain a total of 234 apartments with a unit distribution as follows: 198 1- bedroom units, 24- 2 bedroom units, 9 handicap accessible 1 bedroom units and 3 handicap accessible 2 bedroom units.

Presently, the amount of trash generated will fill 8-3 cubic yard containers which are picked up 3 times each week.

The existing trash removal system consists of a centrally located trash chute with a trash room on each floor. The trash room has a small close door. Once inside there is a trash chute door, with a positive closing and latch device, which empties into the trash chute which in turn empties into the basement. The trash is collected in three cubic yard containers. These containers are transported to street level by a freight elevator. Once at street level the containers are moved to the street. Two three cubic yard containers are bound together, which are then emptied by typical trash trucks. The process is then reversed to return the container to the basement level. The process is repeated three times each week and requires extensive manpower, 3 men 4 hours each day.

- The goal of this project is to eliminate the handling of trash by FWHA staff.
- The site is small so access by a trash truck is limited.
- The centralized location of the existing trash chute makes access to the exterior difficult.
- The floor plan provides limited location for a new chute.

The construction cost of the new trash removal system is budgeted at \$250,000.00 inclusive of site work, and equipment and A/E fees. Designs should be developed within this limitation. Proposals that clearly exceed the budget may be disqualified or eliminated by the selection committee, if it would be impossible to construct the designs at or near the stated budget.

SCOPE OF SERVICES

Each Respondent shall make a site visit prior to submitting a proposal. The expectation for the proposal is that concept drawings and sketches will be prepared that will not require exhaustive design and presentation effort. The drawings should indicate the location of the trash removal system, its impact on the building and the site, and show any affects on the surrounding properties. A brief narrative should be included in the proposal explaining how trash will be removed from the site, the manpower required, and an estimated cost of construction.

DESIGN STANDARDS

The trash removal system must comply with all current code requirements required of the City of Fort Worth, TAS (Texas Accessible Standards) and OSHA guidelines.

The trash chute may be located on the interior or exterior of the building; however, it must be emptied into a container that can be accessed by a trash truck with minimal disturbance to residents and traffic.

The container can either be of the type that is picked up daily or a compactor picked up less often but consideration must be given to sanitation and odor control.

If the chute is exterior, it must be aesthetically pleasing and fit aesthetically with its surroundings.

FINAL CONSTRUCTION CONCEPT

A contract shall be awarded in accordance with the terms and conditions of this RFP to the respondent whose proposal is approved by the FWHA Board. The Respondent will provide construction bid documents including construction drawings, details and specifications, for the FWHA to solicit bids.

SUBMISSION PROCESS AND REQUIREMENTS

It is the Respondent's responsibility to wrap and ship the proposals and supporting material so that they arrive intact and on time as specified in the Schedule. The FWHA disclaims any responsibility for loss or damage of designs while in transit. Respondents are advised to make copies of their submissions prior to sending them so that they will have a record of their work and to insure all packages against loss in shipment.

Submission of a proposal in this request for proposal shall constitute agreement by the respondent to allow the FWHA to publish the work submitted. In any publication, the credits for the authors will be as listed on the required identification sheet attached to the drawings.

The submissions shall be displayed on two 24"x 36" horizontally mounted drawings, emphasizing the qualities of each design as a finished, functioning building. The drawings should fully illuminate the 3-dimensional form and materials of the design and may add sketches and written notations to allow a full understanding of the concept. Each of these two drawings must consist of one intact,

horizontally-organized sheet (not pieces or paste ups) and must be rolled and mailed in a proper mailing tube or box with all postage prepaid. These two drawings must comprise the complete presentation; no models, slides, videos, or other media will be accepted. No identification shall appear on the front of these drawings that could indicate in any way the identity of the respondent. A plain, unmarked envelope must be securely attached to the back of both drawings. Into each envelope shall be sealed a fully completed identification sheet. Respondents may submit multiple entries, but each set of two drawings must be separately identified. The FWHA will remove the entry forms and assign each project a number that shall be its sole identification through the selection process.

SUBMISSION DEADLINE

Proposals must be received by FWHA on or before March 28, 2003 at 12:00 noon CST. Faxed proposals will not be considered.

PLACE OF SUBMISSION

Proposal package must be submitted in an envelope sealed and labeled "Trash Disposal System Design" to:

**Fort Worth Housing Authority
Attn: Thomas Strempeke, A&E Coordinator
Planning & Development
300 South Beach Street
Fort Worth, TX 76105**

DEADLINE FOR WRITTEN QUESTIONS

Respondents may submit questions in writing to the Fort Worth Housing Authority, 300 South Beach Street, Fort Worth, TX 76105, Attn.: Thomas Strempeke, A&E Coordinator, or by FAX to (817) 534-9271. Such written questions must be received by FWHA at the aforementioned address by **12:00 noon (local time.) on March 19, 2003.**

In order to maintain a fair and impartial competitive process, FWHA can answer questions only in response to written questions received within the specified time frame. FWHA must avoid private communication with the prospective Respondents during the RFP process. **Please respect this policy and do not attempt to query FWHA personnel or members of its Board of Commissioners regarding this RFP except through written questions submitted in the manner and within the time frame indicated above.**

RESPONSES SHALL CONTAIN INFORMATION IN THE FOLLOWING ORDER: ATTACHED SEPARATELY:

1. Qualifications and Experience

Please list your firm's previous experience on similar projects. On each project, briefly state the scope, construction cost, completion date, owner, owner's contact person and telephone number.

2. Quality of Design

The quality of design should be indicated through the drawings and summarized in a brief narrative.

3. Technical Solution

Describe your firm's technical solution for accomplishing all elements of the Scope of Work. Discuss your approach during each phase and the results that would be achieved. State any possible problem areas that may exist.

Describe your firm's plan on managing this Project, including the role of the FWHA.

4. Elimination of Manpower

Please provide a brief narrative telling how your plan will reduce manpower.

5. Use of Site

This should be clearly indicated through the drawings and summarized in a brief narrative. The site is limited to approximately 40,000 sf of which the building occupies 18,900 sf. It is bound by West Second Street to the south, Burnett Street to the east and West First Street to the north. A site plan is included on the cd-rom.

6. Cost of Construction

Please provide a construction cost estimate.

7. M/WBE Participation

The Respondent must submit information clearly indicating where, and to what extent, minority and female business enterprises are to be utilized. FWHA has established 30 percent M/WBE participation as a goal. The following are agencies recognized by the FWHA for M/WBE certification: 1.) State of Texas - Historically Underutilized Business Program (HUB); 2.) North Central Texas - Regional Certification Agency (NCTRCA); and 3.) The Small Business Administration 8a Program.

8. Section 3 Participation

Pursuant to Section 3 of the HUD Act of 1968, if additional job training, employment, and other economic opportunities are generated by this Initiative, then to the greatest extent feasible, these opportunities must be directed to low-income and very low-income persons. In addition to employment and training opportunities, Section 3 also seeks to benefit businesses owned by public housing residents and other low-income persons.

FWHA has a strong commitment to the Section 3 program policy. Discuss your approach to maximizing resident training, employment and business opportunities resulting from this project and the level of success you have previously achieved.

9. Required Certifications and Affidavits

Respondents must complete and submit the following forms, all of which are included herein as Exhibit B.

- i.) Instructions to Offerors (Form HUD-5369-B)
- ii.) Certifications and Representations of Offerors (Form HUD-5369-C)
- iii.) General Contract Conditions (Form HUD-5370-C)
- iv.) Certification of a Drug-Free Workplace (Form HUD-50070)
- v.) Certification of Payments to Influence Federal Transactions (Form HUD-50071)
- vi.) Form of Non-Collusive Affidavit (FWHA)
- vii.) Section 3 Clause
- viii.) Federal Labor Standards Provisions
- ix.) Equal Employment Opportunity Certification (Form HUD-92010)
- x.) Certification Regarding Debarment and Suspension (Form HUD-2992)

EVALUATION PROCESS AND SELECTION CRITERIA

Proposals will be evaluated by a FWHA selection committee. The selection committee will present its recommendations to the FWHA Board of Commissioners who will make the final selection.

Proposals will be evaluated using the Evaluation Criteria outlined below. The firm with the winning proposal will then be asked to submit a fee proposal. Once a fee has been agreed upon, it will be submitted to the FWHA Board of Commissioners for final approval.

FWHA reserves the right to accept or reject in part, or reject all proposals and to re-solicit new proposals. FWHA may also reject any proposals that are incomplete or non-responsive and any proposals that are submitted after the deadline.

The proposals will be evaluated using the following weighted criteria:

EVALUATION CRITERIA	MAXIMUM RATING (POINTS)
Qualifications and Experience	25
Quality of Design	15
Technical Solution	15
Elimination of Manpower	20
Use of Site	15
Cost of Construction	10
Efforts to Utilize MBE and WBE	5
Section 3 Compliance Strategy	5

EVALUATION CRITERIA	MAXIMUM RATING (POINTS)
Total Overall Points	110

WITHDRAWAL OF PROPOSALS

Proposals may **NOT** be withdrawn for ninety (90) days from the submission deadline date.

MISTAKES IN PROPOSALS

If a mistake in a proposal is suspected or alleged, the proposal may be corrected or withdrawn during any negotiations that are held. If negotiations are not held, or if best and final offers have been received, the Respondent may be permitted to correct a mistake in the proposal and the intended correct offer may be considered based on the conditions that follow:

1. The mistake and the intended correct offer is clearly evident on the face of the proposal.
2. The Respondent submits written evidence which clearly and convincingly demonstrates both the existing offer and such correction would not be contrary to the fair and equal treatment of other Respondents.

Mistakes after award shall not be corrected unless the FWHA Executive Director makes a written determination that it would be disadvantageous to the FWHA not to allow the mistake to be corrected. The approval or disapproval of requests of this nature shall be in writing by the FWHA s Executive Director.

CONFLICTS OF INTEREST

The Respondent warrants that to the best of his/her knowledge and belief and except as otherwise disclosed; he/she does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this contract and the Respondent s organizational, financial, contractual or other interests are such that:

1. Award of the contract may result in an unfair competitive advantage; or
2. The Respondent's objectivity in performing the contract work may be impaired. In the event the Respondent has an organizational conflict of interest as defined herein, the Respondent shall disclose such conflict of interest fully in the proposal submission.
3. The Respondent agrees that if after award he or she discovers an organizational conflict of interest with respect to this contract, he or she shall make an immediate and full disclosure in writing to the Executive Director which shall include a description of the action which the Respondent has taken or intends to take to eliminate or neutralize the conflict. FWHA may, however, terminate the contract if it is in its best interest.

4. In the event the Respondent was aware of an organizational conflict of interest before the award of this contract and intentionally did not disclose the conflict to the Executive Director, FWHA may terminate the contract for default.
5. The provisions of this clause shall be included in all subcontracts and consulting agreements wherein the work to be performed is similar to the service provided by the Respondent. The Respondent shall include in such subcontracts and consulting agreements any necessary provisions to eliminate or neutralize conflicts of interest.
6. No member of or delegate to the U.S. Congress or FWHA Board of Commissioners shall be allowed to share any or part of this contract or to derive any benefit to arise there from. This provision shall be construed to extend to this contract if made with a corporation for its general benefit.
7. No member, officer, or employee of FWHA, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the FWHA was activated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the project, shall, during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in this contract or the proceeds thereof.
8. FWHA reserves total discretion to determine the proper treatment of any conflict of interest disclosed under this provision.

INCURRED COSTS IN PREPARING PROPOSALS

Respondent will be responsible for all costs incurred in preparing a response to this RFP. All material and documents submitted by Respondents will become the property of the FWHA and will not be returned. The design firm selected for further negotiations, as well as a design firm ultimately selected to enter into a contractual agreement with the FWHA, will be responsible for all costs incurred during negotiations.

AWARDS

A contract shall be awarded in accordance with the terms and conditions of this RFP to the Respondent whose proposal is most advantageous to FWHA considering price, technical and other factors as specified in this RFP. FWHA reserves the right to negotiate and award any element of this RFP, to reject any or all proposals or to waive any minor irregularities or technicalities in proposals received as the best interest of FWHA.

CONTRACT/AWARD

The Contract for Trash Disposal Design as requested in this RFP document will be subject to the approval of the FWHA's Board of Commissioners.

This RFP will result in a fixed-fee contract, the terms of which will be negotiated between FWHA and the selected Respondent. The contract shall commence on the date specified therein and shall terminate upon completion of all services required pursuant to the contract unless terminated as provided therein.

EXHIBITS

A. Description of Hunter Plaza Apartments

B. Certifications and Affidavits

1. Instructions to Offerors (Form HUD-5369-B)
2. Certifications and Representations of Offerors (Form HUD-5369-C)
3. General Contract Conditions (Form HUD-5370-C)
4. Certification of a Drug-Free Workplace (Form HUD-50070)
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7. Section 3 Clause
8. Federal Labor Standards Provisions (Form HUD-4010)
9. Equal Employment Opportunity Certification (Form HUD-92010)
10. Certification Regarding Debarment and Suspension (Form HUD-2992)

C. Identification Sheet

D. Compact Disc- With Drawings

EXHIBIT A

PROPERTY DESCRIPTION

Hunter Plaza is an eleven-story residential high-rise built in the early 1950's located in downtown Fort Worth. Occupancy of the building is restricted to elderly and disabled residents. The first and eleventh floors are used as office space. Floors Two through Ten contain a total of 234 apartments with a unit distribution as follows: 198 1- bedroom units, 24- 2 bedroom units, 9 handicap accessible 1 bedroom units and 3 handicap accessible 2 bedroom units.

DESIGN MATERIAL AND EXHIBITS

The design material will consist of the written portion of this packet, a basement floor plan, a first floor plan, typical second through tenth floor plan and eleventh floor plan. Also included will be a site plan, and the four elevations. All drawings should also be submitted on computer disk in either AUTOCAD.dwg or "tif" format.

EXHIBIT B

ATTACHMENTS

1. Instructions to Offerors (Form HUD-5369-B)
http://www.hudclips.org/sub_nonhud/html/pdfforms/5369-b.pdf
2. Certifications and Representations of Offerors (Form HUD-5369-C)
http://www.hudclips.org/sub_nonhud/html/pdfforms/5369-c.pdf
3. General Contract Conditions (Form HUD-5370-C)
http://www.hudclips.org/sub_nonhud/html/pdfforms/5370-c.pdf
4. Certification of a Drug-Free Workplace (Form HUD-50070)
http://www.hudclips.org/sub_nonhud/html/pdfforms/50070.pdf
5. Certification of Payments to Influence Federal Transactions (Form HUD-50071)
http://www.hudclips.org/sub_nonhud/html/pdfforms/50071.pdf
6. Form of Non-Collusive Affidavit (FWHA)
7. Section 3 Clause
8. Federal Labor Standards Provisions (Form HUD-4010)
http://www.hudclips.org/sub_nonhud/html/pdfforms/4010.pdf
9. Equal Employment Opportunity Certification (Form HUD-92010)
http://www.hudclips.org/sub_nonhud/html/pdfforms/92010.pdf
10. Certification Regarding Debarment and Suspension (Form HUD-2992)
http://www.hudclips.org/sub_nonhud/html/pdfforms/2992.pdf

EXHIBIT C

IDENTIFICATION SHEET

Complete this form as described in Submittal Requirements. Please attach a short biographical summary of the team leader(s).

The undersigned hereby request to be considered as a Respondent in the Trash Disposal System Design for Hunter Plaza and agree to abide by the request for proposal rules and requirements.

Team Name or Firm _____

Team Leader _____

Address _____

City/State _____ Zip Code _____

Telephone: Daytime () _____ Evening: () _____

Fax no: _____ Email address: _____

Signature _____ Date _____

(Principal team member or team captain)

Team Members: (Please List Alphabetically)

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

Name _____

FORM OF NON-COLLUSIVE AFFIDAVIT (PRIME BIDDER)

State of _____

County _____, being first duly sworn, deposes and says:

That he is _____, the party making the foregoing proposal or bid, and attests to the following:

- (1) That affiant employed no person, confirmation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction of the public building or project in securing the public contract were in the regular course of their duties for Affiant; and
- (2) That no part of the contract price received by Affiant was paid to any person, corporation, firm, association or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction of the public building or project were in the regular course of their duties for Affiant.
- (3) That such proposal or bid is genuine and not collusive or sham; that said Bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any Bidder or person, to put in a sham bid or try to refrain from 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 bid price of Affiant or of any other Bidder, or to fix any overhead, profit, or cost element of said bid price, or of that of any other 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.

Signature*

*Bidder if the Bidder is an individual; all partners if Bidder is a partnership; officer if the Bidder is a corporation.

SUBSCRIBED AND SWORN TO before me, this the _____day of _____, 20_____.

NOTARY PUBLIC

My Commission Expires:_____,20_____

Section 3 of the HUD Act of 1968.

A. This law requires that HAs make efforts to ensure that individuals or firms located in or owned in substantial part by persons residing in the area of a HA project are used when possible. The Program regulations describing this program are in 24 CFR Part 135, which immediately follows the Foreword of this Handbook and should be followed by each HA. The form HUD-5370 includes a clause implementing this requirement.

B. Employment and training opportunities for preapprentices, apprentices and other training programs for public housing residents will assist HAs and RMCs in meeting resident employment, training, and local contracting objectives under Section 3.

C. HUD Handbook 8023.1, Implementing Section 3 of the Housing and Urban Development Act of 1966 provides guidance regarding compliance with Section 3. Some of the important provisions include but are not limited to the following:

1. Solicitations, regardless of the method, must advise prospective contractors of the Section 3 requirements.

2. The Section 3 contract clause must be included in all covered contracts. See Form HUD-5370.