FRESNO HOUSING AUTHORITY
VIBRANT COMMUNITIES
QUALITY HOUSING
ENGAGED RESIDENTS

Quote For Small Purchase No. SP19003

Central Office Lobby & Board Room Redesign

March 14, 2019

www.fresnohousing.org 1331 Fulton Street, Fresno, California 93721 (559) 443-8400 TTY (800) 735-2929

QSP Information at a Glance:

Fresno Housing Authority Contact Person (NOTE: Unless otherwise specified, any reference herein to "Contracting Facilitator" or "(CF)" shall be a reference to Mr. Matthews	Jeremy Matthews, Business Operations Analyst E-mail: jmatthews@fresnohousing.org Ph: (559) 374-1930
Pre-Proposal Site Visit & Job Walk & (Voluntary, but highly encouraged)	**Thursday, March 28th, 2019 at 4:00pm** **Central Office** **1331 Fulton St.** **Fresno, CA 93721**
Deadline to Submit Question:	**Thursday, April 11th, 2019 at 4:00pm**
Quote submission return and deadline: Hard Copy in Person OR Email Submission will be accepted.	**Thursday, April 25th, 2019 at 4:00pm** Fresno Housing Authority First Floor Reception Desk Attn: Jeremy Matthews 1331 Fulton Street, Fresno, CA 93721 OR EMAIL SUBMISSION: jmatthews@fresnohousing.org

QSP Procedure: Bidders must submit proposed pricing where provided on the last page of this form only. The Agency will accept the proposed pricing in person, by fax, email or by mail delivery only. The Agency will NOT accept proposed pricing verbally or by telephone.

1.0 **Agency Contact**: All questions pertaining to this QSP shall be addressed to the Contracting Facilitator. (CF)

2.0 **Applicability:** By submitting a quote to the Agency, the firm or individual doing so (hereinafter, "the bidder") is automatically agreeing to abide by all terms and conditions listed herein, including those terms and conditions within the HUD document, *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction*, which is attached hereto.

3.0 **Agency Reservation of Rights:** The Agency reserves the right to:

3.1 Reject any or all quotes, to waive any informalities in the QSP process, or to terminate the QSP process at any time, if deemed by the Agency to be in the best interest of the Agency;

3.2 Terminate a contract awarded pursuant to this QSP at any time for its convenience upon delivery of a 10-day written notice to the apparent or successful bidder;

3.3 Determine the days, hour and locations that the successful bidder shall provide the items or services called for in this QSP;

3.4 Reject and not consider any quote that does not, in the opinion of the CF, meet the requirements of this QSP, including but not necessarily limited to incomplete quotes offering alternate (not including "or equal" items) or non-requested items or services;

4.0 **Bidder's Responsibility:** Each bidder must carefully review and comply with all instructions provided herein and those provided within any named attachments.

5.0 **Deadline:** Each bidder shall submit his/her each bidder shall submit his/her proposed costs, prior to the posted deadline, as provided for herein. Whereas this is an informal solicitation process, the Agency reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of the CF, it is in the best interests of the Agency to do so.

6.0 **Hold Prices/Non-Escalation**: By submitting a quote, and whereas the quote sum submitted is a firm-fixed quote, each bidder thereby agrees to "hold" or not increase the proposed quote prices for **60 days after the deadline and during the term of the work.**

7.0 **Purchase Order (PO)**: The Agency will procure the applicable goods or services by issuance of a PO and/or contract. PO's will be issued on an as-needed basis only. By submitting a quote, the successful bidder thereby agrees to confirm receipt of the PO in the manner directed by the Agency.

8.0 **Award Criteria:** If an award is completed pursuant to this QSP, and unless

otherwise instructed in writing by the CF, award shall be made to the most responsive and responsible bidder that demonstrates an understanding of the requirements, a quality work plan and management plan, demonstrated experience and successful past performance, and cost reasonableness.

9.0 **Invalid or Alternate Quotes:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to the Agency, may invalidate the quote submitted. Furthermore, the Agency shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this QSP.

10.0 **Quote Costs**: There shall be no obligation for the Agency to compensate any bidder or prospective bidder for any costs that he/she may incur in responding to this QSP.

11.0 **Shipping Costs:** Each quoted sum submitted shall include completion of the specified services at the Agency site or location, as specified within this QSP or on the contract or PO issued.

12.0 **Assignment of Personnel**: The Agency shall retain the right to demand and receive a change in personnel assigned by the successful bidder to provide services to the Agency if the Agency believes that such change is in the best interest of the Agency and the completion of the work or provision of the items.

13.0 **Unauthorized Sub-Contracting Prohibited**: The successful bidder shall **not** assign any right, nor delegate any duty for the work proposed pursuant to this QSP (including, but not limited to, selling or transferring the ensuing PO or contract) without the prior written consent of the CF. Any purported assignment of interest or delegation of duty, without the prior written consent of the CF shall be void and may result in the cancellation of the PO or the contract with the Agency.

14.0 **Licensing and Insurance Requirements**: Prior to award (but not as a part of the quote submission) the *successful bidder* will be required to provide:

14.1 An original certificate evidencing the bidder's current industrial (worker's compensation) insurance carrier and coverage amount; $1,000,000 per accident for Bodily Injury or Disease.

14.2 An original certificate evidencing General Liability coverage, naming the Agency as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the Agency as an additional insured under said policy (minimum of $1,000,000 each occurrence, general aggregate minimum limit of $1,000,000, together with damage to premises and fire damage of $50,000 and medical expenses any one person of $5,000), with a deductible of not greater than $1,000;

14.3 An original certificate showing the bidder's automobile insurance coverage in a combined single limit of $1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than $50,000/$100,000 and medical pay of $5,000.

15.0 **City/County Business License**

If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City or County of Fresno.

16.0 **Documents:** The following documents apply to this QSP (PLEASE NOTE: The following Sections and 20.4 only applies to this QSP and the ensuing award if the successful bidder will provide any work; meaning, the noted sections do not apply to this QSP or the ensuing award if the successful bidder is only providing materials, supplies, commodities, or equipment.):

16.1 1.0 This QSP Document;
16.2 2.0 HUD form *Table 5.1, Mandatory Contract Clauses for Small Purchases Other than Construction*;
16.3 3.0 5370-C Document
16.4 4.0 5370-EZ Document
16.5 5.0 A copy of 24 CFR 135, commonly known as Section 3 (included by reference; a copy will be delivered by the Agency to any firm upon submission to the CF of a written request for such). The successful bidder hereby agrees to comply with all requirements of the HUD Section 3 Program as detailed therein. If a bidder chooses to certify as a Section 3 bidder, he/she shall receive the preference noted therein. Attachments:

16.6 6.0 Section 3 Explanation and

6.1 Business Preference Application.

16.7 The Agency reserves the right to require the successful bidder/contractor to utilize any form required by HUD to complete the required work and by submitting his/her quote each contractor agrees to do so at no additional charge.

17.0 <u>Technical Specifications or Scope of Work (SOW) that apply to this QSP:</u>

17.1 Fresno Housing Authority- General Information

The Fresno Housing Authority (hereinafter, "the Agency") is a public entity that has served as the affordable housing provider throughout Fresno County for over 75 years. Today, the Agency provides housing programs to 17,000 families under a variety of programs including Low Income Public Housing, Housing Choice Vouchers (Section 8), Section 42 Low Income Housing, Low Income Housing Tax Credits, Migrant Services, Farm Labor Housing, Emergency Housing, and others.

17.2 Space Planning, Design Services, and Reconfiguration of FH Lobby

In keeping with this mission, the Fresno Housing Authority is soliciting proposal from qualified entities to provide space planning and design services for the Agency's downtown Central Office, located directly on historic Fulton Street. The Agency is looking to modernize the front entrance, lobby and main meeting space of the building, where over 70,000 visitors (including residents, employees, vendors, elected officials, and community stakeholders) are served every year.

17.2.1 <u>The following types of work may be required:</u>

a) Workspace Consulting (including site inspection, surveys and research, budget development);

b) Space Planning and Design;

c) Technology and Audio/Visual Solutions;

d) Furniture, Materials, and Color Selection;

e) Design Documentation and Presentations;

f) Project Management and Budget Management;

g) Furniture, Fixtures and Technology Procurement;

h) Replace or remodel entire storefront entry wall and entry doors, frames and windows;

i) Design and install partition and/or temporary walls to utilize current board room for multipurpose use;

j) Installation and Delivery;

k) Other types of work as required by the Agency;

17.2.2 Services that the Agency may require during the contract period include, but are not limited to:

a) Providing bid ready plans and specifications;

b) Submittals and plan checks, as needed;

c) Design and cost estimates of site improvements, building improvements, and/or materials;

d) Preparing and soliciting bids, as needed;

e) Compliance with the Uniform Accessibility Standards (UFAS), the HUD Fair Housing Accessibility Guidelines, the Americans with Disabilities Act (ADA) Accessibility Guidelines, ANSI requirements, and all other Federal, State, and local standards.

f) Other architectural or design services as required by the Agency.

17.3 The respondents shall provide the following in their response:

a) A proposed design and layout.

b) Samples of furniture and equipment proposed for the lobby and board room areas.

c) Proposed budget for all furniture, equipment, materials, labor and design fees.

d) Proposed timeline associated with ordering, installation, and project completion.

e) Evidence of experience (resume) with similar design or space planning services (i.e. commercial) including references.

17.4 Changes to the Scope of Work

No changes to this SOW or cost increases shall be incurred without the prior approval of the CF as coordinated by the Agency. Any changes or cost increase will not take effect until the CF executes a written modification.

18.0 HUD Forms

Please note that the Agency has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this QSP.

19.0 Assignment of Personnel

The Agency shall retain the right to demand and receive a change in personnel assigned to the work if the Agency believes that such change is in the best interest of the Agency and the completion of the contracted work.

20.0 Quotation Schedule

All work performed under this bid shall be accomplished in a professional manner and in accordance with best practices applicable within the industry. The quote submittal shall be a fixed, guaranteed quote.

Each bidder shall submit their quote on this form only, which shall be completed and returned to the Agency.

The undersigned bidder hereby quotes the above amounts to complete the required work. Further, by submitting this quote, the undersigned bidder agrees to abide by all terms and conditions listed within any document issued by the Agency pertaining to this issue.

Item No.	**Description**	Amount
1	Hourly Rate	$
2	Proposed Number of Consultation Hours to complete project	
3	**TOTAL (Item 1 x Item 2)**	$

Print Name	Title	Email
Signature	Date	Tel. No.
Company Name	Address (Street; City; State; Zip	