

INVITATION FOR BIDS (IFB)
No. B19010

315 Lowry Ave N. Exterior Repairs - REBID



INVITATION FOR BIDS (IFB) No. B19010, 315 Lowry Ave N. Exterior Repairs - REBID

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INTRODUCTION

The Minneapolis Public Housing Authority (MPHA) is a public entity that was formed in 1991 to provide federally subsidized housing and housing assistance to low-income families, within the City of Minneapolis, MN. The MPHA is headed by an Executive Director (ED) and is governed by a nine-person board of commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (CFR) and the MPHA's procurement policy.

Currently, the MPHA owns and/or manages: (a) 42 high-rise apartment complexes totaling 5,006 units; (b) 753 scattered site units throughout the City of Minneapolis; (c) 184 townhome units in the Glendale family development; and (d) administers over 5,000 Section 8 Housing Choice Vouchers. The MPHA currently employs approximately 280 employees.

In keeping with its mandate to provide efficient and effective services, the MPHA is now soliciting bids from qualified, licensed and insured entities to provide the above noted services to the MPHA. All bids submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in its entirety.

IFB INFORMATION AT A GLANCE

CONTACT PERSON	Molly Prahm, Buyer Telephone (612) 342-1469 E-mail: mprahm@mplspha.org TDD/TTY: (800) 627-3529
HOW TO OBTAIN THE IFB DOCUMENTS ON THE HOUSING AGENCY MARKETPLACE	1. Access ha.economicengine.com (no "www"). 2. Click on the "Login" button in the upper left side. 3. Follow the listed directions. If you have any problems in accessing or registering on the system, call customer support at (866) 526-0160.
PRE-BID CONFERENCE & WALK-THROUGH	None scheduled. Bidders may schedule an appointment to with the Project Manager: Roderic Bolen 612-342-1233 rbolen@mplspha.org .
DEADLINE TO SUBMIT QUESTIONS	Tuesday, April 16, 2019, 3:00 PM CST
HOW TO FULLY RESPOND TO THIS IFB BY SUBMITTING A BID	1. As directed within Section 3.2 of the IFB document, enter proposed pricing where provided within the Housing Agency Marketplace. 2. As instructed within Section 3.0 of the IFB document, submit 1 copy of your Step #1 bid submittal to the Procurement office or upload your documents in the Housing Agency Marketplace.
BID SUBMITAL RETURN & DEADLINE	Thursday, April 25, 2019, 3:00 PM CST 1001 Washington Avenue North, Minneapolis, MN 55401 (*The proposed costs must be entered within the Housing Agency Marketplace and the Step #1 bid submittal must be received no later than 3:00 PM CST).

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**MINNEAPOLIS PUBIC HOUSING AUTHORITY
 INVITATION FOR BIDS
 FOR
 315 LOWRY AVE N. EXTERIOR REPAIRS – REBID
 IFB #19010
 INDEX OF SUBMITTAL DOCUMENTS**

The index of submittal documents is provided to assist in completing a responsive submittal. The index of documents contains a listing of all required submittal items.

Please review this table and submit with your sealed bid all the documents that are checked as “Required Submittal”. Documents that are checked “Signature Required” must be properly executed.

INDEX OF SUBMITTAL DOCUMENTS			
DOCUMENT	REQUIRED SUBMITTAL	SIGNATURE REQUIRED	BIDDER CHECKLIST
HUD 5369-A	✓	✓	
Bid Bond	✓	✓	
Section 3 Business Self Certification Form (optional)		✓	
WMBE and S3 Subcontractor Certification	✓	✓	
Responsible Construction Contractor Verification Form	✓	✓	
Misc. Unit Pricing	✓		

Bidders shall not submit their base bid fee with their Step #1 or uploaded bid submittal documentation; that pricing shall be submitted online only.

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- 1.0 THE MPHA'S RESERVATION OF RIGHTS.** The MPHA reserves the right to:
- 1.1 Right to Reject, Waive, or Terminate the IFB.** Reject any or all bids, to waive any informality in the IFB process, or to terminate the IFB process at any time, if deemed by the MPHA to be in its best interests.
 - 1.2 Right to Not Award.** Not award a contract pursuant to this IFB.
 - 1.3 Right to Terminate.** Terminate a contract awarded pursuant to this IFB, at any time for its convenience upon 10 days' written notice to the Contractor(s).
 - 1.4 Right to Determine Time and Location.** Determine the days, hours, and locations that the bidder (Contractor) shall provide the services called for in this IFB.
 - 1.5 Right to Retain Bids.** Retain all bids submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving bids without the written consent of the MPHA Contracting Officer (CO).
 - 1.6 Right to Reject Any Bid.** Reject and not consider any bid that does not meet the requirements of this IFB, including but not necessarily limited to incomplete bids and/or bids offering alternate or non-requested services.
 - 1.7 No Obligation to Compensate.** Have no obligation to compensate any bidder for any costs incurred in responding to this IFB.
 - 1.8 Right to Prohibit.** At any time during the IFB or contract process, prohibit any further participation by a bidder or reject any bid submitted that does not conform to any of the requirements detailed. By accessing the Housing Agency Marketplace and by downloading this document, each prospective bidder is thereby agreeing to abide by all terms and conditions listed within this document and within the Housing Agency Marketplace, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed or of any item that is issued by the MPHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the MPHA, but not the prospective bidder, of any responsibility pertaining to such issue.
 - 1.9 Right to Reject – Obtaining Competitive Solicitation Documents.** The Housing Agency Marketplace is the only official and appropriate venue to obtain the competitive solicitation documents (and any other information pertaining to the competitive solicitation such as addenda). Accordingly, by submitting a response to this competitive solicitation the respondent thereby affirms that he/she obtained all information on the Housing Agency Marketplace. Any other group such as a bid depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the Housing Agency Marketplace to obtain the documents. The MPHA will reject without consideration any response submitted from a firm that has not obtained the documents from the Housing Agency Marketplace.

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2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS. The MPHA is seeking bids from qualified, licensed, and insured entities to provide the following detailed services:

2.1 Required Services. The Contractor will provide all material and labor to complete the construction work detailed herein and within any applicable attachments most specifically within Attachments J through J-1.

2.2 Contractor Responsibilities.

2.2.1 Access for Emergency Vehicles. The Contractor shall ensure that any equipment and/or vehicles that he/she places on the work site shall not be placed in such a position to interfere with access by any emergency vehicles or traffic by the public at-large. The MPHA reserves the right to approve or reject the placement of any such equipment or vehicles at any time during the performance of the contracted work if, in the opinion of the MPHA, the placement of such equipment or vehicles interferes with such traffic.

2.2.2 Asbestos. If any asbestos is discovered, or a material encountered that is suspected to contain asbestos by the Contract, the Contractor shall notify the MPHA Project Manager immediately for containment/abatement direction.

2.2.3 Communication. The named MPHA Project Manager (PM) shall be the primary point of contact for the Contractor pertaining to this work. The Contractor shall be free to converse and communicate with the PM verbally; however, all requests for changes or decisions shall be submitted to the PM in writing. The MPHA anticipates that it will typically make a decision in such matters within 3 work days of receipt, though such response time frame may be shorter or longer depending on the situation; accordingly, the Contractor shall submit such written requests in as timely a manner as reasonably possible.

2.2.4 Contract End Items. Upon completion of the project the Contractor must submit the following:

2.2.4.1 A separate payment request for the retainage;

2.2.4.2 Consent of Surety to Final Payment;

2.2.4.3 Contractor's Affidavit of Release of Liens; and

2.2.4.4 Contractor's Certificate and Release.

2.2.5 Contractor's Request for Payment. As detailed within Chapter 9, Procurement and Contract Administration, of Handbook 7485.1.

2.2.5.1 The MPHA is responsible for making progress payments. Typically, progress payments for acceptable work and materials delivered and stored on the site will be made at 30-day intervals.

2.2.5.2 Payment will be based on the percentage of work completed during a one-month period.

2.2.5.3 A 5% retainage will be held on each payment request. A separate payment request for the return of the retainage will be required at the completion of the work.

2.2.5.4 Review and Approval. The MPHA will review each such Contractor request for payment and will approve the payment only if the following listed conditions are met. If the Contractor requests payment items which have not been completed in a satisfactory manner (“satisfactory,” as determined at the sole discretion of the MPHA), the MPHA shall hold payment for the unsatisfactory items, and pay the balance of the request (e.g. the undisputed portion). The MPHA shall ensure:

- 2.2.5.4.1** The request for payment is consistent with the MPHA-approved schedule of amounts for contract payments;
- 2.2.5.4.2** As further detailed within the preceding Section 2.2.5.3, the total of the request for payment does not include the amount to be retained by the MPHA under the contract (retention or retainage);
- 2.2.5.4.3** The work covered by the request for payment has been performed in accordance with the construction documents;
- 2.2.5.4.4** The Periodic Estimate for Partial Payment has been properly executed on all applicable supporting documentation submitted;
- 2.2.5.4.5** The Contractor has submitted all required reports such as payroll reports and ensure that all required documents are up to date within LCP Tracker; and
- 2.2.5.4.6** A materials sales tax form has been completed by the firm purchasing the materials used on the project.

2.2.5.5 Distribution of Documents. The Contractor shall submit 2 original copies and 1 additional copy of all documentation required. The MPHA shall retain the 2 original Periodic Estimate for Partial Payment requests and all applicable supporting documentation for its file and return 1 copy of all such forms to the Contractor.

2.2.6 Debris. The Contractor shall clean work areas daily, at the end of the work day, of all work-generated debris which may endanger the safety of others (the public; MPHA residents; etc.).

- 2.2.6.1** All work areas must be kept sanitary and clean of any trash. Debris from work must be removed from living areas.
- 2.2.6.2** The Contractor must examine the work area and determine any unsuitable work condition.
- 2.2.6.3** Any required removal or replacement of this work caused by unsuitable conditions will be just cause for the Contractor to bear the expense. Notice of unsuitable conditions shall be brought to the MPHA’s representative in written form.

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- 2.2.7 Failure to Correct Problems.** If the Contractor receives a written warning and fails to correct the problem within the time period cited in such warning, the Contractor's contract is subject to cancellation.
- 2.2.8 Liquidated Damages.** The successful bidder shall agree to pay as Liquidated Damages the amount of \$500.00 for each consecutive calendar day for which the work is not complete, beginning with the first day beyond the completion date stated on the "Notice to Proceed." The said sum in no event shall be construed to be a penalty, but only as damages fixed and agreed upon in advance.
- 2.2.9 Payroll Reports.** The Contractor shall, during the term of the work, within 7 days of the end of any weekly payroll period, enter prevailing wages into LCP Tracker.
- 2.2.10 Permits.** The Contractor shall obtain any and all required permits pertaining to any assigned work at his/her expense.
- 2.2.11 Prior MPHA Approval Required.** Please note that the Contractor shall not conduct any work without the prior written authorization of the MPHA representative. Failure to abide by this directive shall release the MPHA of any obligation to pay the Contractor for any work conducted without the noted prior written authorization. This authorization may take the form of an email.
- 2.2.12 Safety.** It shall be the responsibility of the Contractor to ensure, at all times during the performance of the work, to the maximum extent feasible, to protect the safety of MPHA residents and staff, the Contractor's staff and subcontractors, and the public. This shall include, but not be limited to, compliance with all OSHA-related Federal and local laws, codes, and regulations. Screened safety barriers must be provided around work areas.
- 2.2.13 Scheduling.** The Contractor shall perform services during normal business hours from 8:00 a.m. until 4:30 p.m. Monday through Friday, excluding holidays. Project setup/staging may occur before 8:00 a.m. with prior approval if it generates no noise.
- 2.2.14 Security during Work.** The Contractor shall take all means necessary to maintain the security of the area in which they are working. These security measures must be carried out on a twenty-four-hour basis, not just during the normal work hours.
- 2.2.15 Service Location.** The Contractor shall perform services at 315 Lowry Avenue North.
- 2.2.16 Temporary Facilities.** It shall be the responsibility of the Contractor to provide any temporary facilities that may be required, including, but not limited to: temporary toilets; water; fencing; barricades; lighting; planking; signage; guardrails; etc. Accordingly, it shall be the responsibility of the Contractor to secure and maintain such items during the term of the work.
- 2.2.17 Time of Completion.** The Contractor shall commence and complete the work under the ensuing contract on dates to be specified within the Notice to Proceed. The MPHA anticipates a start date of May 1, 2019 with substantial completion being July 30, 2019 and project closeout being August 15, 2019.
- 2.2.18 Tools/Equipment/Materials.** The Contractor shall ensure that at all times during the work, tools, equipment, and materials are handled, placed, and stored in a secure and safe manner so as to protect all parties, including but not limited to the Contractor's workers, MPHA tenants and staff, and the public at large. The Contractor shall

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ensure that during non-working hours such items are not left unattended on the job site when such safety may be compromised. As the building the Contractor will be working in is occupied by housing tenants, including a number of elderly/disabled or special needs persons, it will be especially important that the hallways are clear for ingress and egress.

- 2.2.19 Warranty/Guarantee.** All work provided by any Contractor pursuant to any contract that ensues from this IFB shall be warranted or guaranteed by that Contractor for a period of time of not less than 365 days (one calendar year) from the date of substantial completion. The Contractor will provide all labor for warranty work for the length of the manufacturer’s warranty on a new system or part that the Contractor installs.
- 2.2.20 Weekends.** Unless otherwise approved by the MPHA in writing, the Contractor shall not perform work on MPHA property during a holiday or weekend (Saturday or Sunday).
- 2.2.21 Work Standards.** It is the responsibility of the Contractor to ensure that each worker provided by the Contractor shall be fully trained and qualified to provide any assigned work. Accordingly, all work provided shall be guaranteed by the Contractor to be performed in a workmanlike manner and in accordance with all applicable laws, codes, and/or regulations, including those issued by, but not limited to the City of Minneapolis and/or the State of Minnesota, or any applicable Federal Agency.

3.0 BID FORMAT.

3.1 Two-step Bidding Process. All bidders will initially submit the documentation/ information detailed within the following listed Step #1 of Table No. 3. Then, the MPHA anticipates that it will notify the apparent low bidder(s) to submit, within 10 days after being notified to do so, the information detailed within the following detailed Step #2 of Table No. 3.

3.1.1 Step #1 Bid Submittal. MPHA intends to retain a Contractor pursuant to a “Low Bid” basis, also taking into consideration responsiveness and responsibility. Therefore, all bids submitted in response to this IFB must include the following completed documents noted in the table below so that MPHA can properly evaluate the offers received. The Step #1 documents shall be submitted in a sealed envelope to the MPHA Procurement Office or uploaded to the Housing Agency Marketplace. None of the proposed services may conflict with any requirement MPHA has published or has issued by addendum.

[Table No. 3]

IFB Section	Item No.	Description
3.1.1.1		Step #1: Initial documentation is to be submitted in a sealed envelope to the MPHA Procurement department or uploaded to the Housing Agency Marketplace, prior to the posted bid submittal deadline. The Bid Bond may also be uploaded to the Housing Agency Marketplace. The original Bid Bond will be requested from the low bidder. The low bidder shall submit the original Bid Bond to the MPHA within 3 business days upon request.

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3.1.1.1.1	1	Form HUD-5369-A (11/92), Representations, Certifications, and Statements of Bidders, Public and Indian Housing Programs (Attachment A). This form must be fully completed, signed, and submitted as part of the Step #1 bid submittal.
3.1.1.1.2	2	Bid Bond. As fully detailed within the following Section 3.5.1. The Bid Bond may be uploaded to the Housing Agency Marketplace. The original Bid Bond will be requested from the low bidder. The low bidder shall submit the original Bid Bond to the MPHA within 3 business days upon request.
3.1.1.1.3	3	Section 3 Business Self Certification Form (Attachment D) (Optional Item). For any bidder claiming a Section 3 business preference, he/she shall complete the Self Certification Form. Prior to award, MPHA will request additional documentation from bidder to confirm their Section 3 status.
3.1.1.1.4	4	WMBE and S3 Subcontractor Certification (Attachment E). Bidders shall document their efforts to meet the W/MBE and Section 3 participation goals by completing this certification form and submitting it with their Step #1 bid submittal.
3.1.1.1.5	5	Responsible Construction Contractor Verification Form (Attachment F). This form must be fully completed, signed, and submitted as part of the Step #1 bid submittal.
3.1.1.1.6	6	Misc. Unit Pricing (Attachment G). This form must be fully completed and submitted as part of the Step #1 bid submittal.
3.1.1.1.7		NOTE: As directed in Section 3.2, bidders shall not submit any pricing with their Step #1 documentation; pricing shall be submitted online only.
3.1.1.2		Step #2: Documentation/information to be submitted, within 10 days, only by the apparent low bidder when directed to do so by the MPHA.
3.1.1.2.1	1	Profile of Firm Form (Attachment B). This form must be fully completed, signed, and submitted as part of the Step #2 bid submittal.
3.1.1.2.2	2	Statement of Contractor's Qualifications (Attachment C). This form must be fully completed, signed, and submitted as part of the Step #2 bid submittal.
3.1.1.2.3	3	Equal Employment Opportunity/Supplier Diversity. The bidder must submit a copy of its Equal Employment Opportunity Statement, a copy of an approved affirmative action plan, and a complete description of the positive steps it will take to ensure compliance with the regulations detailed within the following Section 3.8 pertaining to supplier diversity (e.g. small, minority-, and women-owned businesses).
3.1.1.2.4	4	Subcontractor/Joint Venture Information (Optional). The bidder shall identify whether he/she intends to use any subcontractors for this job, if awarded, and/or if the bid is a joint venture with another firm.

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3.1.1.2.5	5	Licensing. The bidder shall submit copies of the required license(s) as detailed in Section 5.3.4.
3.1.1.2.6	6	Other Information (Optional). The successful bidder may include any other general information that the bidder believes is appropriate to assist MPHA in its evaluation.
3.1.1.2.7		Insurance Certificates. The apparent successful bidder will direct its insurance broker or carrier to deliver directly to the MPHA (by email is preferred) the insurance certificates detailed within the following Sections 5.3.1 through 5.3.3. The apparent successful bidder will not deliver these certificates directly to the MPHA; the insurance broker or carrier will deliver these certificates directly to the MPHA.
3.1.1.2.8		Payment and Performance Bonds. As detailed within the following Sections 3.5.2 and 3.5.3. Payment and Performance Bonds submitted shall be originals.
3.1.1.2.9		Optional Tabs. If no information is to be submitted for any of the above noted items, please submit a statement such as “No information is being submitted for this item” or “This item left intentionally blank.” Do not eliminate any of the items.
3.1.1.2.10		Step #2 Bid Submittal Method. The successful bidder may submit the Step #2 bid documents via email or by hard copy to the MPHA Procurement Office.

3.2 Entry of Proposed Fees. The bidders shall submit costs, where provided within the Housing Agency Marketplace only, for each of the following Pricing Items detailed within the following Table No. 4. Unless otherwise stated, all proposed fees are all-inclusive of all related costs that the Contractor will incur to provide the noted services, including, but not limited to: employee wages and benefits; clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; travel expenses; document copying not specifically agreed to by the MPHA; etc.

[Table No. 4]

IFB Section	Item No.	Qty	U/M	Description
3.2.1	1	1,500	SF	Remove and Replace Metal Panel System on West Elevation
3.2.2	2	230	SF	Remove and Replace Metal Panels on North and South Elevations
3.2.3	3	36	SF	Remove and Replace Damaged Metal Infill Panels
3.2.4	4	3,250	LF	Wet Seal All Hallway Window and Infill Panel Perimeters
3.2.5	5	1,850	LF	Partial Sealant Replacement
3.2.6	6	1	LS	Rigging
3.2.7	7	1	LS	Mobilization/Demobilization

3.3 Taxes. All persons doing business with the MPHA are hereby made aware that as of January 1, 2017, the MPHA is exempt from paying Minnesota State Sales and Use Taxes and Federal Excise Taxes. A letter of Tax Exemption will be provided upon request. Contractors must pay sales or use tax on the cost of all materials, supplies, and equipment to complete the construction contract.

3.4 Additional information pertaining to the preceding Pricing Items

3.4.1 Entry of the Fees. Bidders are required to submit realistic and reasonable fees in the Housing Agency Marketplace for each Pricing Item detailed in Table No. 4. Additional proposed fees cannot and will not be received after the bid submittal deadline.

3.4.1.1 No Increase in Proposed Unit Fees. The MPHA will not, after the submittal deadline, negotiate an increase to any unit costs or fees proposed prior to the submittal deadline; accordingly, proposers are strongly cautioned to submit a realistic price for each Pricing Item identified within the preceding Table No. 4.

3.4.1.2 Review the Entry of Proposed Fees. The MPHA strongly recommends that each bidder, after entry of these proposed fees within the Housing Agency Marketplace, print the receipt provided and review the entry to ensure that the bidder has entered the proposed fees correctly, meaning, in the manner the bidder intended (the Marketplace will allow the bidder to immediately re-enter the Marketplace at any time prior to the posted deadline to correct any such entry, if necessary). The bidder will not be able to correct this entry after the posted deadline has expired.

3.4.1.3 No Deposit/No Retainer. The MPHA will not pay any deposit or retainer fees as a result of award of the ensuing contract. This means that the MPHA will pay the successful bidder for actual hours worked only. The Contractor will be required to submit a full back-up detail of all hours worked, listed by no less than the “15-minute” standard.

3.4.2 Price Escalation. Pertaining to the ensuing contract, there shall be no escalation of the proposed costs allowed at any time during the awarded contract except for any legitimate change orders that may be approved by the MPHA.

3.4.3 Applicable Wage Rates.

3.4.3.1 Davis Bacon Prevailing Wage Rates. As detailed within 24 CFR 85.36(h)(5), the Contractor is required to pay Davis-Bacon wage rates (for all “construction contracts in excess of \$2,000”). The applicable Wage Rates pertaining to the work detailed is attached and detailed within Attachment I-4. This work will be subject to all of the requirements pertaining to Davis-Bacon work, including the applicable Federal forms and procedures (e.g. on-site interviews; certified payrolls; etc.).

3.5 Bonds. As this solicitation pertains to public works or construction, the bonds that may be required include:

3.5.1 Bid Bond. A bid bond or guarantee shall be included in the bid package submitted by each bidder or uploaded to the Housing Agency Marketplace. This bond ensures that if awarded the contract, the bidder will accept and perform the work under the contract. It also ensures that the bidder will not attempt to withdraw or otherwise not fulfill the contract. Finally, the bid bond ensures that the bidder will execute the contractual documents that are required within the time specified in the solicitation or forfeit all or part of the guarantee. A certified check, bank draft, U.S. Government Bonds at par value, bid bond secured by an acceptable surety company, or another

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negotiable instrument may be accepted as a bid guarantee. The listing of acceptable sureties can be found on the most recently published U.S. Treasury Circular 570. If the Contractor refuses to sign the contract after award, the bid bond is forfeited, and award will go to the next lowest responsive and responsible bidder. If a bid bond or guarantee is not submitted with the bid, the MPHA will reject the bid as non-responsive. The MPHA anticipates that it will not return any bid bonds until the contract has been awarded and the required performance and payments bonds have been furnished; until all bids have been rejected; or the time specified for acceptance of bids has expired. In fairness to the other bidders, the MPHA may also choose to return the bid bonds if the MPHA has a firm and reasonable assurance that the responsive and responsible bidder who submitted the lowest cost will execute the contract.

- 3.5.2 Performance Bond.** The performance bond is meant to ensure that the contract is successfully completed. The performance bond guarantees that if the Contractor is unable to complete the contract, the surety company will step in to finish the work.
- 3.5.3 Payment Bond.** The payment bond is a method of ensuring that the Contractor pays the subcontractors and suppliers. By requiring payment bonds, the MPHA avoids becoming entangled in disputes concerning payment of subcontractors and suppliers by the general contractor. The surety underwriting the payment bond ensures the contractors and suppliers will be paid. Failure to pay subcontractors for work performed in commercial contracts may often lead to the subcontractor filing a mechanic's lien against property owners to obtain payment for services rendered. The MPHA contract requires the payment bond to prevent this problem and ensure that no liens will be filed against any MPHA building or lot of ground. As a reminder, Clause 24 of form HUD-5370, *General Conditions of the Contract for Construction* (Attachment I-1) clearly forbids the placement of liens and is binding on any contractor, subcontractor, and material supplier.
- 3.5.4 Bonding Companies.** An acceptable surety (bonding) company is one that is authorized to do business in the State of Minnesota and is acceptable to HUD and the MPHA. The surety must be listed on the most recently published U.S. Treasury Circular 570 (often referred to as the T-List). Individual sureties are not permitted. Circular 570 is available from the U.S. Department of the Treasury, Financial Management Service, Surety Bond Branch, Room #262C, 401 14th Street, S.W., Washington, D.C. 20227. The T-List may also be accessed on the Internet at: www.fiscal.treasury.gov/fsreports/ref/suretyBnd/c570.htm.
- 3.5.5 Bonding Requirements.** Contract guarantees apply to all construction projects greater than \$100,000 (though, at the Agencies discretion, may apply to smaller projects), whether development or modernization, funded pursuant to the U.S. Housing Act of 1937, as amended. As a result, the contractors for all construction projects shall be required to submit the following bid and contract guarantees. Please note that only the bid bond is required at time of bid; however, one of the purposes of the bid bond is to provide the MPHA with assurance that the Contractor will indeed obtain the necessary performance and payment bonds. Required bonds include a bid guarantee from each bidder, equivalent to 5% of the bid price, and the following from the Contractor:
- 3.5.5.1** A performance bond for 100% of the contract price; and
- 3.5.5.2** A payment bond for 100% of the contract price.

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3.5.6 Inadequate Surety. If the low bidder fails to provide an acceptable assurance of completion (payment and performance bonds) after award of the contract, the MPHA may consider the bid guarantee forfeited and notify the surety company. The contract is then terminated for default. The amount to be recovered from the bid bond or guarantee will typically equal at least the difference between the defaulted bid and the next higher acceptable bid or the amount by which the bid accepted by re-soliciting exceeds the defaulted contract.

3.6 Bid Submission. All pricing must be entered in the Housing Agency Marketplace and all Step #1 documentation must be submitted to the MPHA Procurement office by no later than the submittal deadline stated or uploaded to the Housing Agency Marketplace.

**Minneapolis Public Housing Authority
Attention: Molly Prahm, Buyer
1001 N. Washington Avenue, Minneapolis, MN 55401**

3.6.1 The package exterior must clearly denote the above noted IFB number and must have the bidder's name and return address. Bids received after the published deadline will not be accepted unless as provided for otherwise.

3.6.2 Submission Conditions. Do not fold or make any additional marks, notations, or requirements on the documents to be submitted. Bidders are not allowed to change any requirements or forms contained, 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 MPHA by the bidder, such may invalidate that bid. If, after accepting such a bid, the MPHA decides that any such entry has not changed the intent of the bid that the MPHA intended to receive, the MPHA may accept the bid and the bid shall be considered by the MPHA as if those additional marks, notations, or requirements were not entered on such. By accessing the Housing Agency Marketplace, registering, and downloading these documents, each prospective bidder that does so is thereby agreeing to confirm all notices that the MPHA delivers to him/her as instructed, and by submitting a bid, the bidder is thereby agreeing to abide by all terms and conditions published and by addendum pertaining to this IFB.

3.6.3 Submission Responsibilities. It shall be the responsibility of each bidder to be aware of and to abide by all dates, times, conditions, requirements, and specifications set forth within all applicable documents issued by the MPHA, including the IFB document, the documents listed within the following Section 3.10, and any addenda and required attachments submitted by the bidder. By completing, signing, and submitting the completed documents, the bidder is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the bidder not authorized in writing by the Buyer to exclude any of the MPHA requirements contained within the documents may cause that bidder to not be considered for award.

3.7 Bidder's Responsibilities — Contact with the MPHA. It is the responsibility of the bidder to address all communication and correspondence pertaining to this IFB process to the Buyer only. Bidders must not make inquiry or communicate with any other MPHA staff member or official (including members of the Board of Commissioners) pertaining to this IFB. Failure to abide by this requirement may be cause for the MPHA to not consider a bid submittal received from any bidder who may not have abided by this directive.

3.7.1 Addendums. All questions and requests for information must be addressed in writing to the Buyer. The Buyer will respond to all such inquiries in writing by

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addendum to all prospective bidders (i.e. firms or individuals that have obtained the IFB Documents). During the IFB solicitation process, the Buyer will not conduct any substantive conversation that may give one prospective bidder an advantage over other prospective bidders. This does not mean that prospective bidders may not call the Buyer—it simply means that, other than making replies to direct the prospective bidder where his/her answer has already been issued within the solicitation documents, the Buyer may not respond to the prospective bidder's inquiries but will direct him/her to submit such inquiry in writing so that the Buyer may more fairly respond to all prospective bidders in writing by addendum.

3.8 Bidder's Responsibilities — Equal Employment Opportunity and Supplier Diversity. Both the Contractor and the MPHA have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

3.8.1 Within **2 CFR § 200.321** it states:

3.8.1.1 Contracting with small and minority businesses, women's business enterprises and labor surplus area firms.

3.8.1.2 (a) The non-federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

3.8.1.3 (b) Affirmative steps shall include:

3.8.1.3.1 (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

3.8.1.3.2 (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

3.8.1.3.3 (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises;

3.8.1.3.4 (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

3.8.1.3.5 (5) Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce; and

3.8.1.3.6 (6) Requiring the prime Contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

3.8.2 Within **HUD Procurement Handbook 7460.8 REV 2** it states:

3.8.2.1 Section 15.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the MPHA shall make every effort to ensure

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that small businesses, MBEs, WBEs, and labor surplus area businesses participate in MPHA contracting.

3.8.2.1.1 MPHA values resident participation and employment in its contracting. MPHA has a participation goal of 20% minority-owned business enterprises (MBE), 7% woman-owned enterprises (WBE), and 10% for Section 3 businesses. The selected Proposer agrees to comply, in writing, with all applicable equal opportunity and affirmative action laws, directives, and regulations of the federal, state, and local governing bodies or agencies thereof.

3.8.3 Requirements. Section 3.1.1.2.3 in Table No. 3 details what bidders shall submit showing compliance with these regulations.

3.9 Pre-bid Conference. There is no pre-bid conference scheduled.

3.10 Recap of Attachments. It is the responsibility of each bidder to verify that he/she has downloaded the following attachments pertaining to this IFB, which are hereby included as a part of this IFB by reference:

[Table No. 5]

IFB Section	Document No.	Attachment	Description
3.10.1	1.0		This IFB Document
3.10.2	2.0	A	Form HUD-5369-A (11/92), <i>Representations, Certifications, and Statements of Proposers, Public and Indian Housing Programs</i>
3.10.3	3.0	B	Profile of Firm Form
3.10.4	4.0	C	Statement of Contractor's Qualifications
3.10.5	5.0	D	Section 3 Business Self Certification Form
3.10.6	6.0	E	WMBE and S3 Subcontractor Certification
3.10.7	7.0	F	Responsible Construction Contractor Verification Form
3.10.8	8.0	G	Misc. Unit Pricing
3.10.9	9.0	H	Form HUD-5369 (10/2002), <i>Instructions to Proposers for Contracts, Public and Indian Housing Programs</i>
3.10.10	10.0	I	Sample Contract Form (please note that this contract and the listed appendices are being given as a sample only—the MPHA reserves the right to revise any clause and/or to include within the ensuing contract any additional clauses that the MPHA feels is in its best interests to do so)
3.10.10.1	10.1	I-1	Sample Contract Appendix No. 1: Form HUD-5370 (1/2014), <i>General Conditions for Construction Contracts, Public and Indian Housing Programs</i>
3.10.10.2	10.2	I-2	Sample Contract Appendix No. 2: Form HUD-50071 (01/14), <i>Certification of Payments to Influence Federal Transactions</i>

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3.10.10.3	10.3	I-3	Sample Contract Appendix No. 3: <i>Sample Notice to Proceed form</i>
3.10.10.4	10.4	I-4	Sample Contract Appendix No. 4: <i>Davis-Bacon General Wage Decision</i>
3.10.10.5	10.5	I-5	Sample Contract Appendix No. 5: <i>Section 3 Plan</i>
3.10.10.6	10.6	I-6	Sample Contract Appendix No. 6: <i>Right to Know Form</i>
3.10.10.7	10.7	I-7	Sample Contract Appendix No. 7: <i>State and Federal Data Privacy Statement</i>
3.10.11	11.0	J	<i>315 Lowry Ave N. Specifications</i>
3.10.11.1	11.1	J-1	<i>315 Lowry Ave N. Drawings</i>
	<p>These forms have been included specifically for potential work that the MPHA has deemed to be construction-related. Be aware that there may be additional HUD-required forms to complete pertaining to such work; and by submitting a bid the successful bidder hereby agrees to complete and submit those forms as required. Also, in the case of any discrepancy of any terms and conditions listed within these forms and any other forms, the MPHA reserves the right to determine when such term or condition shall apply. By submitting a bid in response to this IFB, the bidder thereby agrees to abide by these requirements.</p>		

4.0 BID EVALUATION.

4.1 Public Opening. At the set date and time, all bids received will be opened and publicly read aloud by the Buyer, including the company name of the bidder and the total calculated costs proposed. At the bid opening the MPHA will only disclose the following information: (a) The company name of each bidder; and (b) the calculated total amount bid. A copy of the bid tabulation or recap recorded will be made available to each member of the public attending such opening and to anyone who requests such afterwards. The bids will not be made available for inspection by anyone at this time; the MPHA will, at a later time, review all bids in detail and will, in a timely manner notify all bidders of any bidder that is, as a result of the more detailed inspection of bids submitted, ruled to be non-responsive or not-responsible (please remember, as detailed within Section 8(d) of form HUD-5369, the MPHA reserves the right to, as determined by the MPHA, “waive informalities or minor irregularities in bids received.”) Bids will be available for inspection by the public after the award has been completed.

4.1.1 Ties. In the case of tied bids, the award shall be decided as detailed within Section 6.12.C of HUD Procurement Handbook 7460.8 REV 2, by “drawing lots or other random means of selection.”

4.2 Responsive Evaluation. After the public opening the Step #1 bid submittals received will be evaluated in private for responsiveness (i.e. meets the minimum requirements). Firms not meeting the minimum that are deemed to be non-responsive will be notified of such in writing by the MPHA in a timely manner.

4.3 Responsible Evaluation. The MPHA will evaluate each bid submitted as to responsibility (e.g. a firm that is qualified, responsible and able to provide the required services to the MPHA). If the MPHA ascertains that such firm has the required ability, capability, experience, knowledge, licensing, insurance and resources to provide the required services, the MPHA may proceed with award as detailed. If the MPHA determines that such firm is deemed to be not responsible, such firm will be notified of such in writing by the MPHA in a timely manner; in such case the MPHA may proceed with the noted Responsive and Responsible Evaluations with the next lowest bidder.

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4.3.1 Depending on the amount of the award, it is possible that the MPHA may take such contract award to the MPHA Board of Commissioners (BOC) for approval of the award prior to executing a contract with the apparent successful bidder.

4.4 Restrictions. Any and all persons having ownership interest in a bidder entity or familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a bidder entity will be excluded from participation in the evaluation of the bid.

5.0 CONTRACT AWARD.

5.1 Contract Conditions. The following provisions are considered mandatory conditions of any contract award made by the MPHA pursuant to this IFB:

5.1.1 Contract Form. The MPHA will not execute a contract on the Contractor's form—contracts will only be executed on the MPHA form (please see Sample Contract, Attachments I and I-1 through I-7, and by submitting a bid the Contractor agrees to do so (please note that the MPHA reserves the right to amend this form as the MPHA deems necessary). However, the MPHA will during the IFB process (*prior to the posted question deadline*) consider any contract clauses that the bidder wishes to include and submits in writing a request for the MPHA to do so; but the failure of the MPHA to include such clauses does not give the Contractor the right to refuse to execute the MPHA's contract form. It is the responsibility of each prospective bidder to notify the MPHA, in writing, prior to submitting a bid, of any contract clause that he/she is not willing to include in the final executed contract. The MPHA will consider and respond to such written correspondence, and if the prospective bidder is not willing to abide by the MPHA's response (decision), then that prospective bidder shall be deemed ineligible to submit a bid.

5.1.1.1 Mandatory HUD Forms. Please note that the MPHA 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 IFB.

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

5.1.3 Unauthorized Sub-Contracting Prohibited. The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this IFB (including, but not limited to, selling or transferring the contract) without the prior written consent of the Buyer. Any purported assignment of interest or delegation of duty, without the prior written consent of the Buyer, shall be void and may result in the cancellation of the contract with the MPHA, or may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by the Buyer.

5.2 Contract Period. The executed contract will initially be in place for the period of time that it takes the Contractor to complete the work (though some stated provisions will extend through the noted warranty period).

5.3 Licensing and Insurance Requirements. Prior to award (but not as a part of the Step #1 bid submission) the Contractor will be required to provide:

5.3.1 Workers Compensation Insurance. An original certificate evidencing the bidder's current industrial (worker's compensation) insurance carrier and coverage amount. Insurance coverage shall include Statutory Workers' Compensation, including

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Employers Liability with a minimum limit of \$500,000 each accident, \$500,000 Disease-Policy Limit, \$500,000 Disease Each employee;

- 5.3.2 General Liability Insurance.** An original certificate evidencing General Liability coverage, naming the MPHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of the MPHA as an additional insured under said policy (minimum of \$1,500,000 each occurrence, general aggregate minimum limit of \$1,500,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000);
- 5.3.3 Automobile Insurance.** 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 \$100,000/\$300,000 and medical pay of \$5,000.
- 5.3.4 City/County/State Business License.** If applicable, a copy of the bidder's business license allowing that entity to provide such services within the State of Minneapolis and/or, if applicable, any city or county jurisdiction in which work will be performed.
- 5.3.5 Profile of Firm Form.** The requested related information shall also be entered where provided for on the Profile of Firm Form (Do not submit certificates within the Step #1 bid submittal; we will garner the necessary certificates from the Contractor(s) as part of the Step #2 bid submittal).
- 5.4 Contract Service Standards.** All work performed pursuant to this IFB must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

 - 5.4.1 State and Federal Data Practices Act.** The Contractor may have access to information or data that is classified as "not or non-public" under the Minnesota Government Data Practices Act or applicable Federal law. The Contractor shall maintain the confidential nature of any data or information received while providing services. The unauthorized disclosure of "not or non-public" data may be subject to civil and criminal penalties under the Minnesota Government Data Practices Act and applicable Federal law.
- 5.5 Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful bidders, shall be provided to the MPHA within 10 work days of notification by the MPHA.