

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. <u>Amendment/Modification No.</u> A00001	2. <u>Effective Date</u> October 12, 2018	3. <u>Requisition/Purchase Order No.</u>	4. <u>Project No. (if applicable)</u> TS 18-Q-0023
5. <u>ISSUED BY</u> Housing Authority of the City of El Paso, Texas Procurement Department 5300 E. Paisano Dr. El Paso, TX 79905-2931 Mr. Juan Pulido, Procurement Manager		6. <u>ADMINISTERED BY (if other than Item 5)</u> Housing Authority of the City of El Paso, Texas Public Housing Department 5300 E. Paisano Dr. El Paso, TX 79905-2931 Tel: 915-849-3789 Fax: 915- 849-3868 erocha@hacep.org	
7. <u>NAME AND ADDRESS OF CONTRACTOR</u> (No., Street Name, County, State & Zip Code)		8a. <u>Amendment of Solicitation No.</u> TS 18-Q-0023	
		8b. <u>Dated (see item 10)</u> October 12, 2018	
		9a. <u>Modification of Contract No.</u>	
		9b. <u>Dated (see item 12)</u>	

10. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATION

The above numbered solicitation is amended as set forth in Item 13. The hour and date specified for receipt of Offers is:

is extended is not extended.

Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods:

(a) By completing Items 7 & 14, and returning _____ copy (ies) of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter, email, or fax which includes a reference to the solicitation and amendment numbers. **FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER.** If by virtue of this amendment you desire to change an offer already submitted, such a change may be made by email, fax or letter, provided each email, fax or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

11. ACCOUNTING AND APPROPRIATION DATE (if required) PHA

**12. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT
IT MODIFIES THE CONTRACT NO. DESCRIBED IN ITEM 13.**

<input type="checkbox"/>	A. This change order is issued pursuant to (Specify Authority) The changes set forth in Item 13 are made in the Contract No. in Item 9a.
<input type="checkbox"/>	B. The above numbered contract is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc). Set forth in Item 13 pursuant to the authority of FAR 43.103 (b).
<input type="checkbox"/>	C. This supplemental agreement is entered into pursuant to the authority of:
<input type="checkbox"/>	D. Other (Specify type of modification and authority)

E. **IMPORTANT:** Contractor is not is required to sign this document and return ALL copies to the issuing office.

13. Description of amendment/modification:
Amendment No. A00001 – Pre-proposal meeting minutes, attendance sheet, agenda and Statement of Qualifications

14a. <u>NAME AND TITLE OF SIGNER (Type or print)</u>	15a. <u>NAME AND TITLE OF CONTRACTING OFFICER (Type or print)</u> Gerald Cichon, Chief Executive Officer
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14b. <u>OFFEROR/CONTRACTOR</u> _____ (Signature of Authorized Person)	14c. <u>Date Signed</u>	15b. _____ (Signature of Contracting Officer)	15c. <u>Date Signed</u>
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APPROVED AS TO FORM: _____
HACEP Legal Counsel

DATE: _____ HACEP Form 001



Housing Authority of the City of El Paso

MEMORANDUM FOR FILE

DATE: October 4, 2018 @ 2:00 P.M.

SUBJECT: Pre-Proposal Conference
TS 18-Q-0023; Design Services for Juan Hart & Lt. Palmer Baird Memorial Apartments

Chronology

I. Schedule of Events

A meeting was held Thursday, October 4, 2018 in reference to the above-mentioned subject.

Meeting began at 2:00 P.M.

Location: Conference Room 217

Attendees: See Attachment A

II. Minutes of the Meeting

Mr. Juan Pulido, Procurement Manager continued the Pre-Proposal agenda

1. INTRODUCTION

- Taping of the Meeting
- Introduction of Staff
- Tele-Conference Attendees
 - Juanita Gomez with GRV Integrated Engineering Solutions
 - Kearston Grey with Tyson and Billy Architects
- Purpose of the Meeting

2. INTENT OF THE ACQUISITION

- Description of the Acquisition
- Evaluation Criteria
- Contract Type
- Terms and Conditions
- Proposal Closing Date/Time; October 19, 2018 at 3:00 P.M.
- Attachments to be submitted (bank letter, etc.)
- Electronic Signatures; new method of signing contracts; opportunity to opt out

3. STATEMENT OF WORK – Overview of the scope of work. Mr. Juan Pulido, Procurement Manager made the attendees aware to acquaint themselves with the scope of work and reminded them that as they may know in Texas architectural services are considered a professional service by law and there is a selection process described in Section 2254 of the Texas government code, it is all there in the specifications. Mr. Pulido informed attendees that the general information he wanted to give to them about this is that there are two sides where by the City of El Paso has granted us a Community Development Block Grant. There are some conditions that the Federal Government,

the HUD, attaches to that is listed on the RFQ. This is basically funded by the City of El Paso through HUD, through the City of El Paso by a grant, so we are in the process of selecting an architect to come with the design that HACEP wants. Mr. Pulido turned the meeting over to Mr. Tom Deloye, Chief RAD Officer to provide an overview and open the floor to any questions. Mr. Deloye explained that this process started with the City of El Paso late last year and were fortunate that our application was selected for this. HACEP has existing communities that were recently renovated but this area of the City is lacking in recreational space so by partnering with the City partnership we are able to take these funds together with our own invested funds to make this a better place not only for our residents but to the public. It is all exterior improvements to improve the grounds, recreational oriented, and it respects nature using native plant species, better lighting, security cameras and recreational opportunities. Like any project is has its specific timeline so we have to hire one of you to help with the design, perfect the design and then hire a general contractor and get this done within 365 days from a future date. The future date is when the City ultimately fully executes it, an agreement that we are entering into with them. It is a loan agreement which becomes a grant, we are fully invested in it. The team to date, the design staff here, Luis being one of them, put together the application, submit it to the City, so this is what we have.

4. NOTICE OF INTENT TO DISTRIBUTE QUESTIONS AND ANSWERS TO POTENTIAL OFFERORS – Deadline to submit questions in writing is October 9, 2018 at 5:00 P.M.

5. QUESTIONS AND ANSWERS

Question: Deborah Hradek with Sites Southwest; on Page 7 you have a budget for the project and on Page 9 you have a budget and they are not the same number so I am not sure which one is correct? **Response:** The construction budget, the first is correct, the second is incorrect. The second should be \$609,159.

Question: So one is for design and construction and the other is just construction? **Response:** No, the way it works is \$761,282 is the total budget, less the loan amount or 80% of the cost at \$609 and we, (the Housing Authority) are investing the 20% difference, so 80 + 20 is whole so costs cannot exceed \$761,282.

Question: So that is your construction budget, the \$761? **Response:** Not construction, it is all in.

Question: Design and Construction? **Response:** Yes, to pay for your fees, the contractor fees, all the materials, everything.

Question: The \$609 is the construction budget? **Response:** The \$609 is just the 80% of the budget, the \$761,282 is the total budget.

Question: Angel Ramos with New Republic Architects; what happens when the project goes over budget, does it get value engineered? **Response:** Yes, but ultimately if we are doing the project and we change our mind or change orders arrears its head that comes out of HACEP's wallet.

Question: Deborah Hradek with Sites Southwest; on Page 8 in the section II. Purpose, there is some discussion about commissioning activities and then in IV down below about Green Building Rating Systems, first of all there is no commissioning on a project like this, if we follow USGBC are you going to actually want to go for a LEED designation because Green Globes is really more about the building? **Response:** This is just more for the standards, the type of quality we are heading for we are not looking for any certification for LEED or Green Globes.

Question: For the response in case Ms. Rocha is unavailable when we deliver the package is your (Mr. Pulido) phone number in there also? **Response:** Mr. Pulido gave his direct line 915-849-3695.

Meeting concluded at 2:18 P.M.

Attachments:

A – Attendance Sheet

B – Pre-Proposal Conference Agenda

ADDITIONAL QUESTIONS:

- 1) On page 9, is the budget of \$629,159.25 for design and construction of both addresses?
Response: The budget figure includes a typographic error. The correct budget figure for both properties is \$609,026.

On page 23, under the 3. Statement of Qualifications, it refers to Block #6. Can you please direct me to this? Also, the SF254 is different than the form on page 45. Do we complete both? Do we complete a SF-254 for each team member?

Response: On page 46 on the Housing Authority of the City of El Paso, Texas Statement of Qualifications form, Block 6 has been high-lighted (form attached). Yes both pages need to be filled out and page 46 needs to be signed. No do not fill one for each one of the team members only list them on Block 6.

- 2) On page 23, under the 4. Project Brief section, it refers to Block #2 of the Statement of Qualifications. Can you please direct me to this?

Response: On page 45 on the Housing Authority of the City of El Paso, Texas Statement of Qualifications form, SBlocok 2 has been high-lighted (form attached)

- 3) Section 3 Certification and Action Plan (page 37-38) – Please advise if this form is for General Contractors and/or Subcontractors. The form states “**Any solicitation that does not include this document (completed and signed) will be considered non-responsive and not eligible for award**”. If this form is for the use of general contractors and subcontractors, and not architectural firms. Do we have to include the form in our submittal? and if we are required to submit the form, please advise where we can state that this form is not applicable to architectural firms.

Response: Yes, it needs to be included on the response

- 4) Section 3 Self-Certification and Skills Data Form (Page 39-40) – We do not have any employee’s that are eligible for Section 3. Do we have to include the form in our submittal? and if so, where do we state “not applicable”?

Response: Yes, this form needs to be included on response

- 5) We were unable to find information on City Certified MWBE for the City of El Paso. Can you please advise where we can obtain/apply for MWBE?

Response: The City of El Paso contact person in charge for MWBE is Sandra Pellegrini (915) 212-1665, email address PellegriniSX@elpasotexas.gov



HACEP
PRE-PROPOSAL CONFERENCE

SOLICITATION NO: TS 18-Q-0023: Design Services for Juan Hart & Lt. Palmer Baird Memorial Apartments

DATE: October 4, 2018 @ 2:00 P.M.

NAME OF ATTENDEE	COMPANY NAME OR HACEP DEPARTMENT	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
DEBORAH D. HANDEL	SITES SOUTHWEST	915-351-8800	SAME	dwhadel@sites-sw.com
Will Wrel	NINE DEGREES AND	915-300-1577	-	willc@nine-degrees.com
ANGEL RAMOS	NEW REPUBLIC	(915) 585-7020		angel@nraiq.com
RICK BROWN	NEW REPUBLIC	(315) 778-6381		-
Tom Puhb	HACEP			jpul@schweg.org
Eddie Rocha	HACEP	849-3789		ERocha@HACEP.org



HACEP
PRE-PROPOSAL CONFERENCE

SOLICITATION NO: TS 18-Q-0023: Design Services for Juan Hart & Lt. Palmer Baird Memorial Apartments

DATE: October 4, 2018 @ 2:00 P.M.

NAME OF ATTENDEE	COMPANY NAME OR HACEP DEPARTMENT	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
HUGO SALDANA	DANIEL ARELLANO	915-533-2700	915-533-2999	HSALDANA@CCEP.ELPASO.COM
Luis J. Hernandez	HACEP	915-849-3666		lhernandez@hacep.org
Tom Deloyz	HACEP	915-849-3815		tdeloyz@hacep.org
REBECCA MARTINEZ	PROCUREMENT	915-849-3809	915-849-3868	rmartinez@hacep.org

HACEP
PRE – PROPOSAL CONFERENCE AGENDA

ATTACHMENT B

Solicitation Number: TS 18-Q-0023

Solicitation Name: Design Services for Juan Hart and Lt. Palmer Baird Memorial Apartments

Date: October 4, 2018

1. INTRODUCTION:

- Taping of the meeting (**Yes** or No)
- Introduction of staff
- Purpose of the meeting – improve understanding of HACEP requirements and allowing potential offerors the opportunity to judge whether or how they can satisfy the requirements
- Nothing said at this conference will change any of the terms of the RFP unless a subsequent written amendment to the solicitation is issued.

2. INTENT OF THE ACQUISITION:

- Description of the acquisition – methodology - Competitive Proposals Process that will use several criteria to evaluate the proposals.
- Evaluation criteria
- Contract type
- Terms and Conditions
- Proposal Closing Date and Time is **October 19, 2018 at 3:00 P.M.** The proposal must be received by Contract Compliance at that time.
- Attachments to be submitted (bank letter, etc.)
- Electronic Signatures; new method of signing contracts; opportunity to opt out

3. STATEMENT OF WORK – Overview of the intent of the acquisition

4. NOTICE OF INTENT TO DISTRIBUTE QUESTIONS AND ANSWERS TO POTENTIAL OFFERORS

5. **Be advised that during the solicitation process, the Contract Specialist is the only point of contact. Any form of contact by a offeror or potential offeror with Commissioners of the Housing Authority of the City of El Paso, Texas, any person employed by HACEP or HACEP contracted consultant will constitute grounds for rejection of their proposal.**

6. REMINDER – Proposers must submit (1) original proposal and (4) copies of the proposal

7. ALL QUESTIONS – Must be submitted in writing no later than 10/9/18
@ 5 P.M.



Housing Authority of the City of El Paso

RFQ: TS 18-Q-0023

Request for Qualifications for Design services for Juan Hart and Lt. Palmer Baird Memorial Apartments

HOUSING AUTHORITY OF THE CITY OF EL PASO, TEXAS STATEMENT OF QUALIFICATIONS

1. Project Organization				
<i>Professional Services Questionnaire</i>	1. Firm Name/Business Address:	Telephone/Fax	2. Year Present Firm Established	3. Date Prepared:
7. Name of Parent Company, if any:			8. Former Firm Name(s), if any	
9. Names of not more than two principals to contact: title/telephone 1) 2)		10. Professional's name(s) to be assigned as project manager for this project 1) 2)		
11. Provide attachment of organizational chart that defines team by discipline, including project manager, discipline leaders, and substitutes, label as Exhibit One.				
12. Year Senior Principal Licensed:		13. State of Texas License/Certification No.		
2. Experience with Similar Projects				
2a. Overall firm experience with projects of similar nature and size during the past five years:				
Project/Service	Owner/Contact Person	Address/Telephone	Project Budget	Final Cost
3. Project Specific Team				
3a. List qualifications of project team				
Name	Education/Training	License/Certification	Year	Team member role in project
3b. List outside consultants/associates needed by this firm to undertake the proposed scope of work.				
Name and Address:				
a.		b.		
c.		d.		
e.		f.		



HOUSING AUTHORITY OF THE CITY OF EL PASO, TEXAS STATEMENT OF QUALIFICATIONS

4. Project Plan	
4a. Describe the technical approach to project.	
4b. Identify key activities that will be required (milestones and timeline).	
4c. Provide assessment of significant problems that will need to be addressed based on the scope of work and other related issues.	
5. Cost Control Plan	
5a. How will firm control scope and cost during design?	
5b. How will firm control scope and cost during construction?	
6. Quality Control Plan	
6a. Describe the firm's quality control procedures for their construction document that identifies and corrects errors and omissions in drawings and specifications before they are submitted to HACEP and is the plan formalized and documented?	
I. Certification of Non-debarment Initial by Principal: _____	Name and Title of Principal Signatory: _____ _____ Signature _____ Date