

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. Amendment/Modification No. A00001	2. Effective Date July 5, 2018	3. Requisition/Purchase Order No.	4. Project No. (if applicable) OPS 18-R-0012
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5. ISSUED BY 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. ADMINISTERED BY (if other than Item 5) 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
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7. NAME AND ADDRESS OF CONTRACTOR (No., Street Name, County, State & Zip Code)	8a. Amendment of Solicitation No. OPS 18-R-0012
	8b. Dated (see item 10) July 5, 2018
	9a. Modification of Contract No.
	9b. Dated (see item 12)

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 – Mandatory Site visit sign in sheet, Remove and Replace pages #16-17 (Clauses incorporated by Reference, clause 52.236-3 and Pre-Proposal Conference Minutes (sign in sheet and Q & A). Please pay close attention to high-lighted section on page 2 of Pre-Proposal Conference Minutes.

14a. NAME AND TITLE OF SIGNER (Type or print)	15a. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Gerald Cichon, Chief Executive Officer
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14b. OFFEROR/CONTRACTOR _____ (Signature of Authorized Person)	14c. Date Signed	15b. _____ (Signature of Contracting Officer)	15c. Date Signed
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APPROVED AS TO FORM: _____ HACEP Legal Counsel	DATE: _____ HACEP Form 001
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Attendance Sign in

MANDATORY SITE VISIT

Project Name: Villa Alegre Stairs and Rails Restoration OPS 18-R-0012
 Date: June 27, 2018 time: 8:30 AM - 12:00 PM
 Room #: Villa Alegre Apartments Page 1 of 1

NAME OF ATTENDEE	COMPANY NAME OR HACEP DEPARTMENT	EMAIL ADDRESS	PHONE NUMBER	FAX NUMBER
Eddie Rocha	HACEP	etrocha@hacep.org	915-849-3789	915-849-3868
MIKE MAGDALENO	Jobe MATERIALS	MIKEMA@JOBECO.COM	915-478-7494	
DAVID SORIANO	HIGHERIDGE	dsoriano@higheridge.com	915-210-2520	
Jeremy Silvestres	Highridge	js@higheridge.com	915-525-3651	
RAFAEL LOPEZ	MIRADOR ENT	RLOPEZ@MIRADORENTRIES.COM	915-546-4411	915-351-1221
Joe Aguayo	Complete Renovation	joeaguayo09@yahoo.com	915-848-9990	
Elias Zepeda	Desert Metal	elzap@desmet.com	246-0302	
BERNARDO GARCIA	MAQUEZ NEGOTIATION		575-644-7466	
Cannon Hadley	Pavilion Construction	bid@pavilionconstruction.com	505-346-0085	
STAVE HEESBY	BANKS INDUSTRIES	S.heesby@banksind.com	915-598-9100 915-539-4429	915-590-5238



Federal Acquisition Regulation (FAR) FAR 2005-83/07-02-2015

Part II – Contract Clauses Section D

Clauses Incorporated by Reference As applicable:

FAR#:	CLAUSE TITLE	DATE
52.202-1	Definitions	November 2013
52.203-3	Gratuities	April 1984
52.203-5	Covenant Against Contingent Fees	May 2014
52.203-7	Anti-Kickback Procedures	May 2014
52.209-6	Protecting the Governments Interest when Sub-contracting with Contractors Debarred, Suspended or Proposed for Debarment	October 2015
52.215-2	Audit and Records – Negotiation	October 2010
52.215-8	Order of Precedence – Uniform Contract Format	October 1997
52.215-14	Integrity of Unit Prices	October 2010
52.217-6	Option for Increased Quantity	March 1989
52.217-9	Option to Extend the Term of the Contract	March 2000
52.222-4	Contract Work Hours and Safety Standards Act – Overtime Compensation	May 2014
52.222-6	Construction Wage Rate Requirements	May 2014
52.222-18	Certification Requiring Knowledge of Child Labor for Listed End Products	February 2001
52.222-20	Contracts for Materials, Supplies, Articles and Equipment Exceeding \$15,000	May 2014
52.222-26	Equal Opportunity	September 2016
52.222-35	Equal Opportunity for Veterans	July 2014
52.222-36	Equal Opportunity for Workers With Disabilities	July 2014
52.223-2	Affirmative Procurement of Biobased Products Under Services and Construction Contracts	September 2013
52.223-6	Drug Free Work Place	May 2001



Housing Authority of the City of El Paso

RFP OPS 18-R-0012

Villa Alegre Stairs and Rails Restoration

52.227-1	Authorization and Consent	December 2007
52.228-5	Insurance – Work on a Government Installation	January 1997
52.229-3	Federal, State and Local Taxes	February 2013
52.232-7	Payments Under Time-and-Materials and Labor-Hour Contracts	August 2012
52.232-18	Availability of Funds	April 1984
52.232-23	Assignment of Claims	May 2014
52.236-3	Site Investigation and Conditions Affecting the Work	July 1995
52.237-2	Protection of Government Buildings, Equipment and Vegetation	April 1984
52.237-3	Continuity of Services	January 1991
52.242-13	Bankruptcy	July 1995
52.243-3	Changes – Time-and-Materials or Labor-Hours	September 2000
52.243-7	Notification of Changes	January 2017
52.246-17	Warranty of Supplies of a Non-complex Nature	June 2003
52.248-1	Value Engineering	October 2010
52.249-2	Termination for Convenience of the Government (Fixed Price)	April 2012
52.249-8	Default (Fixed Price Supply & Service)	April 1984
52.249-14	Excusable Delays	April 1984
52.252-2	<p>Clauses Incorporated by Reference:</p> <p>This contract incorporates one or more clauses by reference, with the same forced effect as if they were given in full text.</p>	February 1998



Housing Authority of the City of El Paso

MEMORANDUM FOR FILE

DATE: June 29, 2018 @ 2:00 P.M.
SUBJECT: Pre-Proposal Conference
OPS 18-R-0012; Villa Alegre Stairs and Restoration

Schedule of Events

I. Chronology

A meeting was held Friday, June 29, 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: Paul with Pavilion
- Purpose of the Meeting

2. INTENT OF THE ACQUISITION

- Description of the Acquisition
- Evaluation Criteria
- Contract Type
- Terms and Conditions
- Proposal Closing Date/Time; July 25, 2018 at 2:00 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 intent of the acquisition. Mr. Satish Bhaskar, Chief Operating Officer provided an overview of the scope of work adding that HACEP is doing a rehab of the Villa Alegre property and doing it in piece meal and are doing some make-readies as the units become vacant, and are trying to get in the outside of the property but before we start painting the exterior, we want to make sure that the railings and any of the stucco that has to be fixed, be fixed. The reason we asked that the contractor go visit the property is because the condition of the railings are in different degrees of the shape of it. Some are good, some bad, some rotted, some may need to be welded, some can be fixed on the concrete, some are okay, and some are not. Last thing we want to do is replace them all because it is going to be too cost prohibited, so we are definitely looking for a fixer upper. Safety being the main thing and code issues being another so we have to comply with both of those.

4. NOTICE OF INTENT TO DISTRIBUTE QUESTIONS AND ANSWERS TO POTENTIAL OFFERORS – Deadline to submit questions in writing is July 6, 2018 at 5:00 P.M.

5. QUESTIONS AND ANSWERS

Question: David Smith with High Ridge Construction; you brought up the code part of it, on the railing, do not know if the City requires codes between the bars (the vertical bars), if they have to be upgraded 4 inches. *Mr. Bhaskar* asked what is “an existing property”? *Mr. Smith* replied that he would say it would have to be upgraded about 7-8 inches on all the railing if that is what the City requires, and would have to put an additional vertical bar on each.

Comment: *Mr. Pulido* commented that *Mr. Bhaskar* is asking; does the City code apply because we are refurbishing an existing property, or are we grand-fathered? *Mr. Smith* will check into that. It may have to be brought to current code.

Comment: *Mr. Bhaskar* commented that this will probably have to be evaluated and look at cost prohibited analysis on it. He recommended that if thought this way to propose two pricings; 1) fixing the way it would need to be fixed to code, 2) replacing the whole thing, refabricate someplace else and come and hook it up because we want minimum disruption for the people living in the upper stories.

Question: On some of them the wood underneath if it has to be replaced, the 2x8, they are running from the building and your re-decking, cement, etc., would take more than two days. What is going to happen with the tenants? Let’s say like for Unit #1, we are replacing all the stairs and everything on that, there will be no access to that unit. **Response:** *Mr. Bhaskar* asked if there would be a spare railing that could be hooked for the tenant can get in? *Mr. Smith* replied that no, because of the access to the unit.

Question: Paul with Pavilion; you want us to provide some sort of recommendation on how to keep access to the upstairs units, or do we coordinate with you in tenant relocation? **Response:** Our expectation is not to have to relocate anybody, we thought we could fix it by working around it. The early suggestion we made was to refabricate a couple of railing units so that when it gets removed to be fixed then we could just stick one in there so that there can be access overnight. You need to come up with a recommendation of whichever works best for our tenants and for you.

Question: So HACEP is looking for a fix that can be done in a day where the tenant would leave in the morning and come back in the evening? **Response:** That is correct.

Question: For repairs outside of railings and stairs how is that going to be evaluated on our end when we submit the bids to make it competitive between bidders? **Response:** That is why we are hoping when you did the site visit that you are actually physically looking at all of the 20 buildings to see what actually needs to be done. We are going to look at it whole, it is not purely going to be somebody giving the lowest price.

Question: Through the proposal are you looking for a management plan of how we propose to go about the scope of work including our price? **Response:** Yes, we would like to know the management plan, timeline to finish, etc.

Question: Do you have documentation of a more detailed scope of work or a timeline where you want it or has to be completed? **Response:** We are asking for 120 days.

Question: Are we in charge of just replacing or painting as well? **Response:** Painting as well.

Question: If there is any alterations to stucco, masonry, concrete, that would have to be included to be done within the timeline, correct? **Response:** Yes, if it is part of the railing, yes because we will be issuing another RFP for the stucco work and painting of the building soon after, we did not want to do that along with this.

Question: Will we be able to go out and see the site another time to get even more detailed scope? **Response:** Of course, we can make arrangements.

Question: Is this going to require certified payroll? **Response:** Yes.

Question: Regarding the gates, are those going to be removed by the vendor, or is that something our personnel will be doing? When we (managerial staff) did a walk-thru we noticed some apartments have gates. **Response:** That is not part of this RFP that will be done when the unit is done.

Question: In the event that we have to take down a stair case that would be down for more than one day how would we be able to coordinate with HACEP for a relocation? Moving of the tenants? How much time would you need for that? **Response:** We are hoping that if you do individual buildings you should know how many buildings are going to be impacted again, you should let us know right now. **Question:** So we have to put that in our RFP under our management plan? **Response:** Yes.

Question: Is there going to be any other more detailed scope of work or are you putting the scope of work onto the contractors? **Response:** We are asking you to figure out the contract because we can't sit here and second guess each railing's condition

Meeting concluded at 2:25 P.M.

Attachments:

A – Attendance Sheet

B – Pre-Proposal Conference Agenda



HACEP
PRE-PROPOSAL CONFERENCE

SOLICITATION NO: OPS 18-R-0012; Villa Alegre Stairs and Rails Restoration
DATE: June 29, 2018

NAME OF ATTENDEE	COMPANY NAME OR HACEP DEPARTMENT	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
John Pulte	HACEP			jpulte@hacp.org
SATISH BHASKAR	HACEP			
Rocio Dieguez	HACEP	915-834-5624		rdieguez@hacp.org
TOPE MELLOR	HACEP	915-849-3863		TOPEM@HACEP.ORG
Eddie Rocha	HACEP	915-849-3787		erocha@hacp.org



ATTACHMENT A

HACEP
PRE-PROPOSAL CONFERENCE

SOLICITATION NO: OPS 18-R-0012; Villa Alegre Stairs and Rails Restoration
DATE: June 29, 2018

NAME OF ATTENDEE	COMPANY NAME OR HACEP DEPARTMENT	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
DAN SMITH	HIGH RISE	240 2520		dsmith@highrise-elf.com
REBECCA MARTINEZ	PROCUREMENT	849-3809	849-3868	mmartinez@hacp.org

HACEP
PRE – PROPOSAL CONFERENCE AGENDA

ATTACHMENT B

Solicitation Number: OPS 18-R-0012

Solicitation Name: Villa Alegre Stairs and Rails Restoration

Date: June 29, 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 **July 25, 2018 at 2:00 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 7/6/18 by 4:00 PM

