



REQUEST FOR COMPETITIVE SEALED PROPOSALS (CSP) No. P18004

La Armada II - Gutter and Downspout Replacement

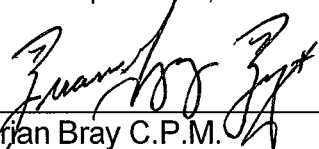
DATE: June 13, 2018

CONTACT NAME: All questions shall be sent via e-mail to: Rose Mary Khosrowsalafi at rosemary.k@hacc.org

One (1) original and one (1) copy of the Sealed Proposal Responses are due on **Tuesday, July 17, 2018 at 2:00 p.m.** Deliver or hand carry to the Corpus Christi Housing Authority, 3701 Ayers, Corpus Christi, TX 78415 (Front Window)

NOTES TO ALL CONTRACTORS:

1. All work performed must meet all electrical, mechanical and building codes based on local, state, and federal regulations.
2. Contractor shall not commence work without a properly approved purchase order.
3. A non-mandatory pre-proposal conference is scheduled for Tuesday, June 26, 2018. at 10:00am, 3740 S Port, Corpus Christi, TX 78415



Brian Bray C.P.M.
Vice-President of Procurement

Signature and submission of this Proposal shall serve as evidence that the Contractor understands and agrees to all conditions of the Request for Competitive Sealed Proposals – CSP P18004.

Company Name: _____

Authorized Representative: _____
(Print Name) (Title)

Signature: _____

Address: _____

Phone Number: _____ Email: _____

Date: _____

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- 1.0 THE AGENCY'S RESERVATION OF RIGHTS.** The Agency reserves the right to:
- 1.1 **Right to Reject, Waive, or Terminate the Solicitation.** Reject any or all proposals, to waive any informality in the CSP process, or to terminate the CSP process at any time, if deemed by the Agency to be in its best interests.
 - 1.2 **Right to Not Award.** Not to award a contract pursuant to this CSP.
 - 1.3 **Right to Terminate.** Terminate a contract awarded pursuant to this CSP, at any time for its convenience upon 10 days written notice to the successful proposer(s).
 - 1.4 **Right to Determine Time and Location.** Determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this CSP.
 - 1.5 **Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Agency Contracting Officer (CO).
 - 1.6 **Right to Negotiate.** Negotiate the fees proposed by the proposer entity.
 - 1.7 **Right to Reject any Proposal.** Reject and not consider any proposal that does not meet the requirements of this CSP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
 - 1.8 **No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this CSP.
 - 1.9 **Right to Prohibit.** At any time during the CSP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein.
- 2.0 SCOPE OF WORK/TECHNICAL SPECIFICATIONS.** The Agency is seeking proposals from qualified and licensed entities to provide the following detailed services:
- 2.1 **Replacement of Gutters and Downspouts as specified in Scope of Work.**
- 3.0 PROPOSAL FORMAT AND SUBMISSION.** All Proposal responses must conform to the following format. Failure to submit requested information or submitting information in a different format, may cause the proposal response to be non-responsive to the CSP.
- 3.1 **Section 1 - General Information: Form and format provided (0 pts)**
 - 3.2 **Section 2: Criterion 1 - Offeror's proposed price (60 pts)**
 - 3.3 **Section 3: Criterion 2 - Offeror's experience with projects of similar size, type and complexity (25 pts)**
 - 3.4 **Section 4: Criterion 3 - Offeror's proposed site Project Foreman/Superintendent (10 pts)**

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3.5 Section 5: Criterion 4 - Offeror's past performance based on references and known information (5 pts)

3.6 Section 6: Preference points for Section 3 participation (15 pts)

3.7 Section 7: All other required forms

4.0 Proposal Evaluation:

4.1 General Information: Offeror's must complete the attached General Information Questionnaire on page 10 and return it as Section 1 of the CSP response submission. (0 pts)

4.2 Proposed Price: Offeror must complete the completed Proposal Form and return as Section 2 of the CSP response submission. (60 pts)

4.2.1 The evaluation of proposed price will be evaluated as follows: Lowest responsive and responsible offer will receive maximum points. Each offer's price proposal over 1% of the lowest acceptable price will receive a deduction of 1.2 points up to a maximum of 50% over the lowest price. Proposed prices over 50% of the lowest evaluated price will receive 0 points.

4.3 Offer's Experience: Offeror's must list projects, completed or ongoing, within the last 7 years, of similar size, type and complexity to this project where your company was the prime contractor. Projects must be listed in chronological order with most recent at top. Offeror's must use the following format and submit as Section 3 of the CSP response submission. (25 pts)

Project Name, Description & Location	Contact Name/Phone Number/Email	Contract Amount	Completion Date or Percent Complete
Gutter and Downspout Work ABC Housing Authority Somewhere, USA	Name Phone Email	\$50,000	January 31, 2018

4.3.1 Offerors with 5 or more projects of similar size, type and complexity will receive maximum points.

4.3.2 Offerors with 4 projects of similar size, type and complexity will receive 80% of the maximum points.

4.3.3 Offerors with 3 projects of similar size, type and complexity will receive 60% of the maximum points.

4.3.4 Offerors with 2 projects of similar size, type and complexity will receive 40% of the maximum points.

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- 4.3.5 Offerors with 1 project of similar size, type and complexity will receive 20% of the maximum points.
 - 4.3.6 Offerors with 0 projects of similar size, type and complexity will receive 0% of the maximum points.
 - 4.3.7 The Agency will contact references listed.
- 4.4 Offeror's proposed on-site Project Foreman/Lead Supervisor: Offeror's must provide the name and list of relevant experience of the project Foreman/Lead Supervisor. Offeror's must use the following format and submit as Section 4 of the CSP response submission. (10 pts)

Project Foreman/Lead Supervisor Name: _____

Project Name, Description and Location	Date Completed	Contract Amount	Capacity served
Gutter and Downspout ABC Housing Authority Somewhere, USA	January 1, 2018	\$50,000	Project Foreman

- 4.4.1 Offerors with on-site Project Foreman with 5 or more projects of similar size, type and complexity will receive maximum points.
 - 4.4.2 Offerors with on-site Project Foreman with 4 projects of similar size, type and complexity will receive 80% of the maximum points.
 - 4.4.3 Offerors with on-site Project Foreman with 3 projects of similar size, type and complexity will receive 60% of the maximum points.
 - 4.4.4 Offerors with on-site Project Foreman with 2 projects of similar size, type and complexity will receive 40% of the maximum points.
 - 4.4.5 Offerors with on-site Project Foreman with 1 project of similar size, type and complexity will receive 20% of the maximum points.
 - 4.4.6 Offerors with on-site Project Foreman with 0 projects of similar size, type and complexity will receive 0% of the maximum points.
 - 4.4.7 The Agency must be contacted whenever the Project Foreman/Lead Supervisor is changed.
- 4.5 Past Performance: The Agency will contact owner representatives in Section 4.3 and use existing information Offeror has worked with CCHA in past.

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- Offerors must include as Section 5 of the CSP response submission. (5 pts)
- 4.5.1 Points will be assessed on a scale of 0 through 5 with 5 being superior performance beyond expectation.
- 4.6 Preference Points for Section 3 participation: Offerors must complete a Section 3 Plan on the provided attachment and include as Section 6 of the CSP response submission. (15 pts)
- 4.6.1 Priority I, Category 1a. Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3-covered assistance is expended. (15 pts)
- 4.6.2 Priority II, Category 1b. Business concerns whose workforce includes 30 percent of residents of the housing development for which the Section 3-covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development. (13 pts)
- 4.6.3 Priority III, Category 2a. Business concerns that are 51 percent or more owned by residents of any other housing development or developments. (11pts)
- 4.6.4 Priority IV, Category 2b. Business concerns whose workforce includes 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were "Section 3" residents of any other public housing development. (9 pts)
- 4.6.5 Priority V, Category 3. Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended. (7pts)
- 4.6.6 Priority VI, Category 4a. Business concerns that are 51 percent or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area. (5 pts)
- 4.6.7 Priority VII, Category 4b. Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns. (3 pts)
- 4.7 Evaluation Method
- 4.7.1 Initial Evaluation for Responsiveness. Each proposal received will first be evaluated for responsiveness (e.g., meets the minimum of the published requirements). The Agency reserves the right to reject any proposals deemed by the Agency not minimally responsive (the Agency will notify such firms in writing of any such rejection).

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4.7.2 Evaluation Committee. The Agency anticipates that it will select a committee to evaluate each of the responsive “hard copy” proposals submitted in response to this CSP. PLEASE NOTE: No proposer shall be informed at any time during or after the CSP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she SHALL NOT make any attempt to contact or discuss with such person anything related to this CSP. The CO is the only person at the Agency that the proposers shall contact pertaining to this CSP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

4.7.3 Evaluation Selection and Ranking. Offerors will be evaluated on criteria 1 through 5 with a maximum of 100 total points and 15 extra points for Section 3 preference. The evaluation committee will evaluate, rank, and publish said ranking once this has been completed. The evaluation committee will then proceed to negotiate a contract with the highest-ranking offeror. If the negotiations are unsuccessful, the Agency will notify said offeror that negotiations have been terminated and will proceed to negotiate with the next highest ranked offeror. The Agency will continue this process until a contract has been reached. The Agency reserves the right to exclude firms failing to achieve a minimum total score from any further consideration for negotiation.

5.0 CONTRACT AWARD.

5.1 Contract Award Procedure. If a contract is awarded pursuant to this CSP, the following detailed procedures will be followed:

5.1.1 By completing, executing and submitting a proposal, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this CSP as issued by the Agency, either in hard copy or by reference. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

5.2 Contract Conditions. The following provisions are considered mandatory conditions of any contract award made by the Agency pursuant to this CSP:

5.2.1 Contract Form. The Agency will not execute a contract on the successful proposer's form-contracts will only be executed on the Agency form and by submitting a proposal the successful proposer agrees to do so (please note that the Agency reserves the right to amend this form as the Agency deems necessary). However, the Agency will during the CSP process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the Agency

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to do so; but the failure of the Agency to include such clauses does not give the successful proposer the right to refuse to execute the Agency's contract form. It is the responsibility of each prospective proposer to notify the Agency, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. The Agency will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by the Agency's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

- 5.2.1.1 Mandatory 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 CSP.
- 5.2.2 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.
- 5.2.3 Unauthorized Sub-Contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this CSP (including, but not limited to, selling or transferring the contract) without the prior written consent of the CO. Any purported assignment of interest or delegation of duty, without the prior written consent of the CO shall be void and may result in the cancellation of the contract with the Agency, 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 CO.
- 5.3 Contract Period.** Completion within 60 work days after receipt of Notice to Proceed.
- 5.4 Licensing and Insurance Requirements.** Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:
- 5.4.1 Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount (NOTE: Workers Compensation Insurance will be required of any Contractor that has employees other than just the owner working on-site to provide the services);
- 5.4.2 General Liability Insurance.** 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

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and medical expenses any one person of \$5,000), with a maximum deductible amount of \$5,000;

- 5.4.3 Automobile Insurance.** An original certificate showing the proposer'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.
- 5.4.4 City/County/State Business License.** If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Corpus Christi, Nueces County, and/or the State of Texas.
- 5.4.5 Certificates/Profile of Firm Form.** Pertaining to the aforementioned (within Sections 5.4.1 through 5.4.4) insurance certificates and licenses, each proposer is required to enter related information where provided for on the Profile of Firm Form (do not attach or submit copies of the insurance certificates or licenses within the proposal submittal—we will garner the necessary documents from the successful proposer prior to contract execution).
- 5.5 Right to Negotiate Final Fees.** The Agency shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at the Agency's options, be the basis for the beginning of negotiations. Such negotiations shall begin after the Agency has chosen a top-rated proposer. If such negotiations are not, in the opinion of the CO successfully concluded within 5 business days, the Agency shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. The Agency shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).
- 5.6 Contract Service Standards.** All work performed pursuant to this CSP must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.
- 5.7 Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the successful proposer, shall be provided to the Agency within (ten) 10 work days of notification by the Agency.

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6.0 Mandatory Forms Included by Reference:

6.1 The following forms are included by reference and have full force and effect on the procurement action including subsequent contract. Contractors are responsible for viewing the forms and being familiar with the terms and conditions. Where indicated, forms need to be completed and returned with the Proposal submission.

HUD 5369-B Instructions to Offerors - Non Construction
<https://www.hud.gov/sites/documents/5369-B.PDF>

HUD 5370-C Section 1 General Conditions for Non-Construction Contracts (With or without Maintenance Work)

HUD 5370-C Section II General Conditions for Non-Construction Contracts (With Maintenance Work)

<https://www.hudexchange.info/resources/documents/HUD-Form-5370-C-General-Conditions-Non-Construction-Contracts.pdf>

Disclosure of Lobbying Activities, Standard Form LLL

<https://eca.state.gov/files/bureau/sflll.pdf>

Note: Must be filled out and returned with Proposal submission.

HUD-50071 Certification of Payments to Influence Federal Transactions

<https://www.hud.gov/sites/documents/50071.PDF>

Note: Must be filled out and returned with Proposal submission.

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SECTION 1 – General Information Questionnaire (0 Points)

1. Name of Firm: _____
Address of Principle Office: _____
Phone: _____ Fax: _____
Form of Business Organization: _____
Responsible Contact Personnel:
Name _____ Cell # _____ E-mail _____
Name _____ Cell # _____ E-mail _____
Name _____ Cell # _____ E-mail _____
2. How many years has your organization been in business in its current capacity?
3. How many years has your organization been in business under its present name?
4. Under what other or former names has your organization operated?
5. Claims and suits (If the answer to any of the questions below is yes, please attach details).
 - 5.1 Has your organization ever failed to complete any work awarded to it?
 - 5.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?
 - 5.3 Has your organization filed any lawsuits or requested arbitration or mediation with regard to construction contracts within the last fifteen years?
6. Within the last fifteen years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)
7. Provide your company's safety experience modified rate for each of the last three years, and OSHA 300 Log.
8. Provide your company's written Quality Control plan.
9. Provide a letter of financial solvency and bonding capacity from your financial institution and Surety Company.

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Section 3 Participation/Plan

This Section 3 Plan pertaining to the above noted contract is hereby formulated to meet the standards detailed within 24 CFR 135; most specifically within Section 135.1, to "ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, . . . be directed to low- and very-low income persons, particularly those who are recipients of government assistance for housing . . ."

Part 1.0 - Current Status as a Section 3 Business Concern

We hereby complete the following to verify our firm's current status as a "section 3 business concern" (as detailed within 24 CFR 135.5):

- 1.1 Yes__ No__: Our firm is "51 percent or more owned by section 3 residents." If "Yes," we hereby submit the following noted documentation to verify this claim; if "No," proceed directly to the following Section 1.2.

[Table No. 1]

(1) Section	(2) Mark "X"* if Included	(3) Description
2.1.1		Agency resident lease
2.1.2		Evidence of participation in a public assistance program
2.1.3		Articles of Incorporation
2.1.4		Fictitious or Assumed Business Name Certificate
2.1.5		List of owners/stockholders and % of each
2.1.6		Latest Board minutes appointing officers
2.1.7		Organization chart with names and titles and brief functional statement
2.1.8		Partnership Agreement
2.1.9		Corporation Annual Report

- 1.2 Yes__ No__: Our firm's "permanent, full-time employees include persons, at least 30 percent of whom are currently section 3 residents, or within three years of the date of first employment with the business concern were section 3 residents." If "Yes," to justify this claim we hereby submit the following documentation within Table No. 2; if "No," proceed directly to the following Section 1.3.

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1.2.1 The following is the FY 2018 Income Limits Summary for Corpus Christi, TX HUD Metro FMR Area. The median income is \$64,400.

[Table No. 2]

Income Limit Category	(1) Person	(2) Persons	(3) Persons	(4) Persons	(5) Persons	(6) Persons	(7) Persons	(8) Persons
Very Low (50%)	\$22,550	\$25,800	\$29,000	\$32,200	\$34,800	\$37,400	\$39,950	\$42,550
Extremely Low (30%)	\$13,550	\$16,460	\$20,780	\$25,100	\$29,420	\$33,740	\$38,060	\$42,380
Low (80%)	\$36,050	\$41,200	\$46,350	\$51,500	\$55,650	\$59,750	\$63,900	\$68,000

Income Limit figures are based on FY2018 Fair Market Rent (FMR). For a detailed account of how these limits are derived, please go to:

<https://www.huduser.gov/portal/datasets/il/il2018/2018summary.odn>

[Table No. 3]

(1) Classification	(2) Total Number of Current Permanent Employees	(3) Total Number of Section 3 Resident Employees
Trainees		
Apprentices		
Journeypersons		
Laborers		
Supervisory		
Superintendent		
Professional		
Clerical		
Other:		

1.2.1 If there are quantities entered within the above Table No. 1, we hereby attach a listing of all employees listed within column (3), including each person's name, total annual income, and a copy of a tax return for each justifying the section 3 (low or very-low income) claim (please be sure to "black-out" all but the last 4 digits of the person(s) social security

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number), or any other documentation that shows proof of receipt of public assistance.

- 1.3 Yes__ No__: We hereby provide evidence of a commitment to subcontract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition of "section 3 business concern."

[Table No. 4]

(1)	(2)	(3)
Name of Section 3 Firm Receiving the Subcontract	Total Amount of Subcontract(s)	Percentage the Subcontract(s) is/are of the Total Proposed Contract Amount
	\$	%
	\$	%

1.3.1 Attach fully executed copies of any contracts noted above.

1.3.2 Proof of the income of the ownership of the Section 3 firm receiving the subcontract, such as a copy of the last tax return for the owner(s) (please be sure to "black-out" all but the last 4 digits of the person(s) social security number).

- 1.4 **INSTRUCTIONS FROM THE AGENCY.** If your firm is unable to claim Section 3 status as detailed within this Part 1.0, please move on to and complete the information within the following Part 2.0.

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Part 2.0 - Additional Efforts to Satisfy the Requirements of Section 3

2.1 Whereas the answer to each of the preceding issues within Part 1.0 is "No," we hereby verify as to each of the following "Examples of Efforts To Offer Training and Employment Opportunities to Section 3 Residents" detailed within Appendix I of 24 CFR 135; specifically, in each case our firm (for each item marked with an "X" within the "Will" column, attach a full narrative description of the work plan detailed how the noted commitment will be accomplished):

Table No. 5]

(1) CSP Section	(2) Will	(3) Will Not	(4) Description of Commitment (if marked within the "Will" Column)
2.1.1			Enter into "first source" hiring agreements with organizations representing Section 3 residents.
2.1.2			Sponsor a HUD-certified "Step-Up" employment and training program for section 3 residents.
2.1.3			Establish training programs, which are consistent with the requirements of the Department of Labor, for public and Indian housing residents and other section 3 residents in the building trades.
2.1.4			Advertise the training and employment positions by distributing flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) to every occupied dwelling unit in the housing development or developments where category 1 or category 2 persons (as these terms are defined in §135.34) reside.
2.1.5			Advertising the training and employment positions by posting flyers (which identify the positions to be filled, the qualifications required, and where to obtain additional information about the application process) in the common areas or other prominent areas of the housing development or developments. For the Agency, post such advertising in the housing development or developments where category 1 or category 2 persons reside; for all other recipients, post such advertising in the housing development or developments and transitional housing in the neighborhood or service area of the section 3 covered project.
2.1.6			Contacting resident councils, resident management corporations, or other resident organizations, where they exist, in the housing development or developments where category 1 or category 2 persons reside, and community organizations in HUD-assisted neighborhoods, to request the assistance of these organizations in notifying residents of the training and employment positions to be filled.

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2.1.7			Sponsoring (scheduling, advertising, financing or providing in-kind services) a job informational meeting to be conducted by the Agency or contractor representative or representatives at a location in the housing development or developments where category 1 or category 2 persons reside or in the neighborhood or service area of the section 3 covered project.
2.1.8			Arranging assistance in conducting job interviews and completing job applications for residents of the housing development or developments where category 1 or category 2 persons reside and in the neighborhood or service area in which a section 3 project is located.
2.1.9			Arranging for a location in the housing development or developments where category 1 persons reside, or the neighborhood or service area of the project, where job applications may be delivered to and collected by a recipient or contractor representative or representatives.
2.1.10			Conducting job interviews at the housing development or developments where category 1 or category 2 persons reside, or at a location within the neighborhood or service area of the section 3 covered project.
2.1.11			Contacting agencies administering HUD Youthbuild programs, and requesting their assistance in recruiting HUD Youthbuild program participants for the Agency's or contractor's training and employment positions.
2.1.12			Consulting with State and local agencies administering training programs funded through JTPA or JOBS, probation and parole agencies, unemployment compensation programs, community organizations and other officials or organizations to assist with recruiting Section 3 residents for the Agency's or contractor's training and employment positions.
2.1.13			Advertising the jobs to be filled through the local media, such as community television networks, newspapers of general circulation, and radio advertising.
2.1.14			Employing a job coordinator, or contracting with a business concern that is licensed in the field of job placement (preferably one of the section 3 business concerns identified in part 135), that will undertake, on behalf of the Agency, other recipient or contractor, the efforts to match eligible and qualified section 3 residents with the training and employment positions that the Agency or contractor intends to fill.
2.1.15			For the Agency, employing section 3 residents directly on either a permanent or a temporary basis to perform work generated by section 3 assistance. (This type of employment is referred to as "force account labor" in HUD's Indian housing regulations. See 24 CFR 905.102, and §905.201(a)(6).)
2.1.16			Where there are more qualified section 3 residents than there are positions to be filled, maintaining a file of eligible qualified section 3 residents for future employment positions

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2.1.17			Undertaking job counseling, education and related programs in association with local educational institutions
2.1.18			Undertaking such continued job training efforts as may be necessary to ensure the continued employment of section 3 residents previously hired for employment opportunities
2.1.19			After selection of bidders but prior to execution of contracts, incorporating into the contract a negotiated provision for a specific number of public housing or other section 3 residents to be trained or employed on the section 3 covered assistance.
2.1.20			Coordinating plans and implementation of economic development (e.g., job training and preparation, business development assistance for residents) with the planning for housing and community development.

2.2 Section 3 Preference Claim, Training and Employment Opportunities. The undersigned proposer hereby claims that it will, as detailed within 24 CFR §135.34, provide such "opportunities" as denoted following; to:

[Table No. 6]

(1) CSP Section	(2) Will	(3) Will Not	(4) Description of persons such Opportunities will be provided to (if marked within the "Will" Column)
2.2.1			Residents of the housing development or developments for which the section 3 covered assistance is expended (category 1 residents).
2.2.2			Residents of other housing developments managed by the Agency that is expending the section 3 covered housing assistance (category 2 residents).
2.2.3			Participants in HUD Youthbuild programs being carried out in the metropolitan area (or nonmetropolitan county) in which the section 3 covered assistance is expended (category 3 residents);
2.2.4			Other section 3 residents (attach complete description).

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2.3 Section 3 Preference Claim, Section 3 Business Concerns. The undersigned proposer hereby claims that it will, as a result of the contract award, and as detailed within 24 CFR §135.36, provide such "opportunities" as denoted following; to:

[Table No. 7]

(1) CSP Section	(2) Will	(3) Will Not	(4) Description of persons such Opportunities will be provided to (if marked within the "Will" Column)
2.3.1			Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the section 3 covered assistance are expended, or whose full-time, permanent workforce includes 30 percent of these persons as employees (category 1 businesses).
2.3.2			Business concerns that are 51 percent or more owned by residents of other housing developments or developments managed by the Agency that is expending the section 3 covered assistance, or whose full-time, permanent workforce includes 30 percent of these persons as employees (category 2 businesses).
2.3.3			HUD Youthbuild programs being carried out in the metropolitan area (or nonmetropolitan county) in which the section 3 covered assistance is expended (category 3 businesses).
2.3.4			Business concerns that are 51 percent or more owned by section 3 residents, or whose permanent, full-time workforce includes no less than 30 percent section 3 residents (category 4 businesses), or that subcontract in excess of 25 percent of the total amount of subcontracts to business concerns identified in paragraphs (a)(1)(i) and (a)(1)(ii) of this section.

2.4 **INSTRUCTIONS FROM THE AGENCY.** If your firm is unable to satisfy the requirements of Section 3 as detailed within this Part 2.0, please move on to and complete the information within the following Part 3.0.

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Part 3.0 - Potential Hiring Efforts to Satisfy the Requirements of Section 3

3.1 Though our firm has a desire to satisfy the requirements of Section 3, we are unable to do so as detailed within the previous Part 1.0 or Part 2.0. Accordingly, we hereby agree to satisfy the requirements of Section 3 by one or both of the following methods:

3.1.1 **SECTION 3 HIRING GOALS.** As a result of receiving award of this contract, our firm will need to hire additional employees and we hereby commit to the following number of Section 3 New Hires:

[Table No. 8]

(1)	(2)	(3)	(4)
Classification	Total Number of Current Permanent Employees	Total Number of New Hires that will result from award of this contract	Goal: Total Number of Section 3 New Hires that the contractor anticipates will result from award of this contract
Trainees			
Apprentices			
Journeypersons			
Laborers			
Supervisory			
Superintendent			
Professional			
Clerical			
Other:			

3.1.2 **INSTRUCTIONS FROM THE AGENCY.** If your firm is unable to satisfy the requirements of Section 3 as detailed within the immediate preceding Part 3.1.1, please move on to and complete the information within the immediate following Part 3.1.3.

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- 3.1.3 INTERVIEWING AND POTENTIAL HIRING OF AGENCY RESIDENTS.** Our firm hereby agrees to, as a part of our new hire process for any open positions at any time during the period of time this contract is in effect, if our firm hires any new employees (for any position), we will:
- 3.1.3.1** Review the Agency's listing of resident(s) who have registered, thereby declaring his/her desire to interview and accept a job;
 - 3.1.3.2** In the same manner that we do with other applicants, conduct an interview with such resident(s) who have claimed experience within a certain skill set or field and have expressed a desire to interview; and
 - 3.1.3.3** If, as a result of the interview and any applicable testing or checking that our firm conducts for all persons interviewing, the resident(s) qualifies for the position and passes all such testing (e.g. skills test; drug tests; credit checks; background check; etc.), we hereby agree to offer the position to the Agency resident.
 - 3.1.3.4** Our firm hereby agrees that all Agency resident(s) will, during the interview process, be treated equal to and in the same manner as, any non-resident person who interviews with our firm.
 - 3.1.3.4.1** **NOTE:** Our firm shall have no responsibility to hire any resident who does not, as a result of the aforementioned testing and checks, qualify for the position, though the contractor will, as detailed following, be required to report to the Agency the results of such testing and checks, and fully inform the Agency as to why the resident(s) were not hired.
 - 3.1.3.5** Further, we hereby agree to inform the Agency in writing of the following within 5 days after a new employee has been hired, including the following information:
 - 3.1.3.5.1** The position title;
 - 3.1.3.5.2** The name of the person hired;

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- 3.1.3.5.3 The date the Agency listing of Agency resident(s) desiring interviews were reviewed by the contractor;
- 3.1.3.5.4 The name(s) of the Agency resident(s) that the contractor contacted for an interview and the date, time, and method that such contact took place;
- 3.1.3.5.5 The results of the contact (specifically, did or did not the interview take place; if so, when--if not, why);
- 3.1.3.5.6 Pertaining to any Agency resident(s) who were not hired, the results of any tests and checking that the contractor completed (especially any such results that prevented the resident(s) from being offered the position).

The undersigned hereby certifies that the above noted firm will abide by the terms and conditions of this Section 3 Plan as detailed herein.

COMPLETED BY (Contractor):

Signature	Date	Printed Name	Title

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Form of Proposal

(1) Instructions. Unless otherwise specifically required, the items listed below must be completed and included in the proposal submittal.

(2) Section 3 Statement. Are you claiming a Section 3 business preference? Yes No If "YES," pursuant to the Section 3 portion within the Conditions and Specifications, and pursuant to the documentation justifying such submitted under Tab No. 9, which priority are you claiming?: _____.

(3) Debarred Statement. Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of Texas, or any local government agency within or without the State of Texas? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(4) Disclosure Statement. Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the Agency? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(5) Felony Disclosure. Has any principal(s) or any person(s) proposed to perform the work ever been convicted of a felony? Yes No If "Yes," please attach a full detailed explanation, including dates, circumstances and current status. PLEASE NOTE: The Agency reserves the right to not make award to any proposer that has staff who has been convicted of a felony if the Agency feels that doing such is in its best interests.

(6) Non-Collusive Affidavit. The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from bidding, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the Agency or any person interested in the proposed contract; and that all statements in said proposal are true.

(7) Proposer's Statement. The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this proposal submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if the Agency discovers that any information entered herein to be false, such shall entitle the Agency to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting the proposal submittal, and

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by entering and submitting the costs, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this CSP as issued by the Agency, including an agreement to execute an Agency Contract form. Pursuant to all CSP Documents, this Form of Proposal, and all attachments, and pursuant to all completed Documents submitted, including these forms and all attachments, the undersigned proposes to supply the Agency with the services described herein for the fee(s) entered within the areas provided in this CSP.

(8) Proposed Price Lump Sum:

\$ _____

Written Price

Company Name

Printed Name of Authorized Representative

Signature

Address

Phone Number

E-Mail Address

Date

Corpus Christi Housing Authority

Capital Fund Department

LA ARMADA II Removal and Replacement of Porch

Gutters and Downspouts

Scope of Work :

The La Armada II property at 1455 Southgate, Corpus Christi, Texas, has undergone a major exterior and interior remodel during the last number of years. The Project consist of seventy-one (71) Residential Buildings, which serve four hundred (400) units of apartments. The apartments, built during 1943, are both single and two story buildings, with stucco and hardy siding recently placed with composition shingle roof. The remodeled appearance enhances the current property appearance. The first story serves as a porch entry in the front, and rear exit with porch canopy. As the roof was changed from metal to composition roofing, the gutter and downspout are needing to be removed and replaced with new drainage control.

The type of gutter and downspout is proposed to be of aluminum alloy with coil thickness of .026 thickness with baked finish, requiring aluminum nails or fasteners to be used when installing the "Nation Wide Gutter" or approved equal. The gutter is a 5" seamless gutter system, and the downspout is a 2" x 3" downspout. Metal covers are existing with the present downspouts to secure the downspouts to the building, and prevent the new ones from being removed and damaged by vandalism and/or weather. The hangers for supporting gutters are hidden. The baked finish color is to be selected by Contractor submittal to CCHA Management/CFP Department. The color used at adjoining Corban development was Cameo.

As gutters and downspouts are removed from fascia and corner supports, prime surface of fascia and apply two (2) coats of existing appearance latex paint for finish prior to placing new gutters and downspouts. An approximate measurement of front and back porch drain/ gutter replacement is 14,500 linear feet. The approximate amount of downspout is 5,500 linear feet, as these figures are used for budgeting purposes for CCHA. Contractor is responsible for their own field measurements per bidding and construction purchases. All work areas are to be cleaned as each work area is complete. Safety is primary concern and requires Contractor to safeguard employees and tenants. All work to be complete in sixty (60) consecutive working days. No work should occur during inclement weather. All work areas are to be cleaned upon completion and debris to be removed from prior to approval of work.