

# REQUEST FOR PROPOSALS

## Professional Engineering Services

**Physical Needs Assessment (PNA) of  
Two (2) Commercial Buildings located  
In Kansas City, Missouri**

**REQUIRED BY**

**MISSOURI HOUSING DEVELOPMENT COMMISSION**



*Strength, Dignity, Quality of Life*

**MISSOURI HOUSING**

DEVELOPMENT COMMISSION

**RESPONSES DUE:**

**Friday, February 18, 2011, by 5:00 P.M. Central Standard Time**

## **SECTION I: INTRODUCTORY INFORMATION**

**Missouri Housing  
Development  
Commission:**

In 1969, the 75th General Assembly of Missouri, in the face of a general housing shortage severely affecting low- and moderate-income persons, established the Missouri Housing Development Commission (“MHDC” or the “Commission”) in order to increase the availability of decent, safe and sanitary housing at prices within the means of low- and moderate-income persons. The Commission is a governmental instrumentality of the state of Missouri and a body corporate and politic. The Commission’s authority is derived from Chapter 215 of the Revised Statutes of Missouri, as amended and supplemented.

**Purpose of RFP:**

The purpose of this Request for Proposals (“RFP”) is to request proposals from professional engineers registered in the state of Missouri.

**Services:**

MHDC is in need of the services of a professional engineer to inspect two (2) existing properties to ascertain their current condition. This investigation will include all aspects of the structural, mechanical, electrical and plumbing systems/assemblies. Documentation to be provided by the selected professional engineer will include a narrative and/or graphic description of the existing systems and their current condition, as well as a listing of repairs or replacements expected to be necessary over a 20-year assumed life, with associated time line and cost for making such repairs or replacement.

**Proposal Due Date:**

Issuance of RFP – Friday, February 4, 2011

Deadline for submission of vendor questions, via e-mail only -  
by close of business – February 14, 2011

MHDC responses to vendor questions, via e-mail only  
by close of business - February 16, 2011

RFP response deadline – Friday, February 18, 2011, by 5:00 P.M.  
Central Standard Time - via e-mail.

**Submission of Proposal:**

One electronic copy of the proposal must be submitted by the proposal due date noted above to:

Kirk Lett  
[klett@mhdc.com](mailto:klett@mhdc.com)

Proposals must be submitted in PDF format.

**SECTION II: PROCEDURES AND INSTRUCTIONS**

**Questions:**

Questions regarding this RFP should be directed to MHDC in writing by electronic mail, as follows:

Kirk Lett  
[klett@mhdc.com](mailto:klett@mhdc.com)

MHDC will attempt to answer all questions within two business days.

**Standards of Conduct:**

Please refer to MHDC's Standards of Conduct Policy for information regarding contact with MHDC commissioners or staff in connection with this RFP. The Standards of Conduct Policy is available on MHDC's website at [www.mhdc.com](http://www.mhdc.com).

**Modifications to Proposals:**

A respondent may not modify or correct its proposal any time after the proposal due date specified herein except in direct response to a request from MHDC for clarification.

**Revisions to this RFP:**

In the event that it becomes necessary to revise or clarify any part of this RFP, MHDC will provide an addendum on MHDC's website at [www.mhdc.com](http://www.mhdc.com).

**Expense of Preparation of Proposals:**

MHDC is not responsible for any expense incurred in preparing and submitting a proposal or taking any action in connection with the selection process, or for the costs of any services performed in connection with submission of a proposal.

**Reservation of Rights:**

MHDC reserves the right to conduct any investigation of the qualifications of any firm that it deems appropriate; negotiate modifications to any of the items proposed in the proposal; request additional information from any respondent; reject any or all proposals; and waive any irregularities in any proposal. **MHDC retains the right to negotiate the fees and compensation arrangements as well as contract terms and conditions for this project.**

**Public Records:**

Respondents to this RFP should be aware that responses received become public records under state law once the evaluation process has been completed.

**Visits and Interviews:**

Respondents to this RFP may be asked to schedule a visit to MHDC offices or to another location upon request. In addition, firms responding to this RFP may be interviewed as a part of the selection process.

**SECTION III: OVERVIEW**

**Description:**

The Missouri Housing Development Commission (“MHDC”) is requesting proposals for professional engineering services.

**Objective/Goal:**

MHDC is in the process of inspecting and evaluating commercial property for administrative activities associated with the state of Missouri. Two selected buildings will be inspected and tested, culminating in the creation of a written physical needs assessment for each structure and for the comparative analysis of the two buildings to establish a recommendation.

**SECTION IV: SCOPE OF SERVICES**

MHDC is seeking a provider with a demonstrated and proven track record with similar activities related to the investigation of existing facilities. MHDC reserves the right to consider the following, among other things, for the contractor firm: qualifications and relevant experience of the contractor firm, individuals assigned to the project, capacity to perform the project in a timely manner, service/support capabilities, and cost (hourly rates charged by the contractor firm).

Detailed requirements will be provided to the services provider with the winning bid. The primary tasks of the engagement will be as follows, but may not be limited to the following:

- Review of construction drawings, specifications, and associated data of the designated facilities;
- Site investigation of in-place mechanical systems and testing as deemed appropriate to evaluate performance;
- Site investigation of in-place plumbing systems and testing as deemed appropriate to evaluate performance;
- Site investigation of in-place electrical systems and testing as deemed appropriate to evaluate performance;
- Site investigation of in-place fire suppression systems and testing as deemed appropriate to evaluate performance;
- Site investigation of in-place low voltage systems [environmental controls, telephone, security and network interface cabling and devices];
- Site investigation of in-place structural assemblies;
- Documentation of the expected life-expectancy of current systems;
- Documentation of the “guestimated” costs of activities and/or assemblies;

- Establishment of a priority list of work [repair and/or replacement] required of the facilities' assemblies/systems over a 20-year period, with information on anticipated costs and time requirements for performance of such work. .

Respondents should briefly describe their relevant experience and provide relevant descriptions for the following:

- Experience with physical needs assessments, research and documentation;
- Inspection, evaluations and projections of anticipated work and associated costs of the maintenance of an assigned facility;
- How determination is made of the life expectancy of an assembly;
- Past clients and their assigned activities;
- The proposal should identify all key personnel who will or may be utilized for the project, with brief biographies of each.

**Contract duration:**

- Anticipated award of contract – February 28, 2011.
- Presentation of Assessment, recommendations and costs – April 29, 2011

**Ownership:**

The respondent must present the data and recommendations with a professional seal. Opinions and costs are not subject to a professional seal, but are to be presented in good faith and with all due consideration as expected from a professional engineer.

**SECTION V: STRUCTURE OF PROPOSAL**

- A. MHDC desires to consider Proposals in a consistent and easily comparable format as established in this RFP. Proposals not organized as set forth in this RFP may, at MHDC's discretion, be considered unresponsive. Do not refer to other parts of your proposal in lieu of answering a specific question.
- B. Each response shall include a transmittal letter signed by an authorized representative of the firm. In the transmittal letter the respondent shall certify (I) that no elected or appointed official or employee of the Commission is financially interested, directly or indirectly, in the performance of the services specified in the RFP, (ii) that the information included in the response is true and correct to the best of its knowledge and (iii) that the person signing the transmittal letter is authorized to execute the response on behalf of the respondent.
- C. Proposals should be organized in the same manner as the individual information request contained in **Section VII: Proposal Details**. Responses to each lettered question shall

begin on a separate page (e.g., answers to Question 2 should begin on a separate page from the response to Question 1).

- D. Exhibits containing additional information may be attached to provide more detail to respondent's offerings or services.

## **SECTION VI: EVALUATION CRITERIA**

The evaluation of proposals will take place at the MHDC office. The Evaluation Committee will evaluate the Proposals in part by considering the following factors:

- A. Capabilities of the firm (as set forth under Section IV hereof
- B. Experience and qualifications of the staff to be assigned to perform the services required hereunder).
- C. Presentation of current Professional Registration[s] of principal participants.
- D. Cost

The lowest-priced bid will not be the sole criterion used to determine who is selected. Notwithstanding the above, MHDC reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, to award the contract as separate solutions, and to award in its best interest.

## **SECTION VII: PROPOSAL DETAILS**

Respondents to this RFP should prepare clear and complete responses to each of the following questions and information requests. Brevity and clarity of responses will be appreciated.

- A. Personnel and Location. Provide the name, telephone number, fax, number and email address of the respondent. Identify a primary contact person regarding the response and the proposed project manager for the engagement.
- B. Entity Overview. Provide an overview of the Respondent's entity(s), including the full legal name of the institution(s) and the state(s) of organization. Is the firm(s) a minority- or woman-owned business? Describe entity's inclusion of minority and women participation, including the entity's employees and/or any participation with a minority- or woman-owned entity.
- C. Scope of Service. Describe the services proposed to fulfill the requirements **in Section IV: Scope of Services**. The responses should be as detailed as possible based on the information provided.

- D. Proposed Fees. MHDC is looking for the respondent to provide hourly rates by personnel level assigned to the project.
- E. Undocumented Workers. Pursuant to *Mo.Rev.Stat. §285.530.2*, all respondents to this RFP shall provide MHDC with an affidavit stating that the respondent does not employ any person who is an unauthorized alien in conjunction with the contracted services, and that the respondent is enrolled in and participating in a federal work authorization program with respect to the employees working in connection with the contracted services. The requisite affidavit is attached hereto as Exhibit "A". An original signed and acknowledged copy of this affidavit must be provided by each respondent's response. This affidavit shall be updated and executed again at the time the engagement of the selected respondent is memorialized in a contract. Furthermore, prior to execution of any contract contemplated herein, the respondent shall provide evidence of participation in a federal work authorization program. Questions regarding this requirement may be directed to MHDC's General Counsel, Weylin Watson by telephone at 816-759-6870 or email at [wwatson@mhdc.com](mailto:wwatson@mhdc.com). Additional information regarding this requirement is available on the MHDC webpage at <http://www.mhdc.com/notices/rfdcuw/default.htm>.

Exhibit "A"

Workforce Eligibility Affidavit

Company Name: [ ]

State of Missouri )
) ss
County of \_\_\_\_\_ )

The undersigned does, by his/her oath solemnly swear and affirm that he/she is the \_\_\_\_\_ of \_\_\_\_\_ and as such officer or agent of such entity I am duly authorized to make this affidavit on behalf of said entity. On behalf of such entity and pursuant to the authority recited herein, the undersigned does further solemnly swear and affirm and that said entity:

- 1. Is enrolled and actively using the E-Verify system,
2. Does not knowingly employ any person who is an unauthorized alien, and
3. Certifies that all its employees are lawfully present in the United States;

OR

- 1. Is not an employer and does not have any employees,
2. Certifies that any independent contractor and subcontractors of such independent contractor paid for labor performed in connection with the work for which this affidavit is being provided are properly classified as independent contractors and should not be classified as employees,
3. Certifies that any independent contractor and subcontractors of such independent contractor paid for labor performed in connection with the work for which this affidavit is being provided are not unauthorized aliens and are lawfully present in the United States,
4. Certifies that if, at any time, it does employ any employees, it will immediately enroll and begin actively using the E-Verify system and will not knowingly employ any person who is an unauthorized alien and that all such employees it does hire will be lawfully present in the United States.

The undersigned affirms, under penalty of perjury, that all statements made herein are true and correct.

By: \_\_\_\_\_
Name: \_\_\_\_\_
Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2011.

\_\_\_\_\_  
Notary Public

(SEAL)