



**NOTICE TO PROSPECTIVE BIDDERS**

August 15, 2011

**INVITATION FOR BIDS (IFB)**

UFAS Building Renovations at Carrick Regency (PA-1-46) and Caliguri Plaza (PA-1-41)

The HOUSING AUTHORITY OF THE CITY OF PITTSBURGH will receive separate sealed bids for UFAS Building Renovations at Carrick Regency (PA-1-46) and Caliguri Plaza (PA-1-41) for the following contracts:

General Construction	Contract No. 600-26-11-G
Plumbing Construction	Contract No. 600-26-11-P
Electrical Construction	Contract No. 600-26-11-E
Mechanical Construction	Contract No. 600-26-11-H

The estimated values of the project per contract the **Carrick Regency** are in the following ranges:

General Construction	\$108,000.00 – \$157,000.00
Plumbing Construction	\$12,500.00 - \$18,000.00
Electrical Construction	\$5,000.00 - \$7,000.00
Mechanical Construction	\$3,300.00 - \$4,300

The estimated values of the project per contract the **Caliguri Plaza** are in the following ranges:

General Construction	\$129,000.00 – \$188,000.00
Plumbing Construction	\$12,000.00 - \$17,000.00
Electrical Construction	\$8,000.00 - \$11,000.00
Mechanical Construction	\$6,000.00 - \$8,000.00

Bid documents will be available on **August 15, 2011**. A Pre-Bid Conference will be held on August 29, 2011 at 11:00 a.m. in the Community Room at Carrick Regency, 2129 Brownsville Road, Pittsburgh, PA 15210. A site visit of the Units at Carrick Regency and Caliguri Plaza, 801 E. Warrington Ave, Pittsburgh, PA 15210 will be conducted thereafter. Bidders shall be prepared to review all aspects of the site necessary to prepare a bid. *Bids will be received at the HACP Procurement Department, 100 Ross Street – Suite 200, Pittsburgh, PA 15219, in the Second-Floor Conference Room, until 2:00 p.m. on September 9, 2011, at which time and place all bids will be publicly opened and read aloud.*

The work must be substantially complete within 120 calendar days of the Notice to Proceed.

Point of contact at the Housing Authority is Mr. Chad Cox, Senior Project Manager at (412) 456-5020 x 6016.

## TO VIEW DOCUMENTS

Bid Documents, including the Bid Forms, Project Manual, and Drawings, will be on file and may be examined at the following location:

Housing Authority of the City of Pittsburgh  
Procurement Department  
Will McDanel  
100 Ross Street, 2<sup>nd</sup> Floor  
Pittsburgh, PA 15219

8:30 a.m.- 4:30 p.m. M-F  
Phone: (412) 456-5116 Opt. 1

## TO OBTAIN DOCUMENTS:

Bid Documents may be obtained at the Housing Authority of the City of Pittsburgh's Procurement Department, located at 100 Ross Street, 2nd Floor, downtown Pittsburgh, for a nonrefundable fee of **\$25.00 per set** in the form of a **MONEY ORDER OR CERTIFIED CHECK ONLY** made payable to the Housing Authority of the City of Pittsburgh. Bid Documents may be mailed for a non-refundable handling fee of \$15.00, in the form of a separate money order or certified check.

## AWARD OF CONTRACT (S):

*It is the intention of the Authority to award a contract to the lowest responsive and responsible bidder.*

All bids shall remain open for the period specified in the IFB, which in no case shall be less than sixty (60) calendar days from the bid opening.

All bids of \$10,000 or more must be accompanied by a negotiable bid guarantee that shall not be less than 5% of the amount of the bid. No bid guarantee is required for bids under \$10,000. In accordance with 24 CFR Section 85.36(b)(8), the Authority is permitted to make awards only to responsible bidders possessing the ability to perform successfully under the terms and conditions of the proposed contract. Prior to award of any contract, the Authority shall conduct a pre-contract survey. Consideration will be given to such matters as bidder integrity, compliance with public policy, record of past performance, and financial and technical resources.

*All bids must include a completed and signed Form of Agreement (Form 00500) as part of the bid. If the bid is successful and approved by HACP Board of Commissioners (if applicable), HACP will also sign the Form of Agreement thus creating a binding contract.*

The successful bidder will be required to furnish an assurance of completion (performance and payment bond) each equal to 100% of the contract price.

The Authority reserves the right to reject any or all bids or to waive any informality in the bidding.

## EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS:

The Contractor will be required to comply with all applicable Equal Employment Opportunity requirements for Federally-Assisted Construction Contracts. The Contractor must insure that employees and applicants for employment are not discriminated against because of race, color, religion, sexual preference, handicap or

national origin.

### **A. Section 3 Participation**

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C 1701u and with HUD's regulations set forth at 24 CFR Part 135 ("Section 3"). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance shall be directed to low and very low income persons, particularly persons who are recipients of HUD assistance for housing.

Please describe ways the Bidder will assist HACP to comply with HUD's Section 3 requirements for hiring HACP residents and/or local disadvantaged individuals and businesses by reviewing the Section 3 Clause and by completing **Document 00433 – Section 3 Form.**

Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701, et seq.) (the "Act") requires the Housing Authority of the City of Pittsburgh to ensure that employment and other economic and business opportunities generated by financial assistance from the Department of Housing and Urban Development ("HUD"), to the greatest extent feasible, are directed to public housing residents and other low income persons, particularly recipients of government housing assistance, and business concerns that provide economic opportunities to low and very low income persons.

To comply with the Act HACP requires its contractors to provide equal employment opportunity to all employees and applicants for employment without regard to race, color, religion, sex, national origin, disability, veteran's or marital status, or economic status and to take affirmative action to ensure that both job applicants and existing employees are given fair and equal treatment.

The goal of this policy is to obtain a reasonable level of success in the recruitment, employment, and utilization of HACP residents and other eligible persons and/or businesses by contractors working on contracts partially or wholly funded with HUD monies. HACP shall examine and consider a contractor's potential for success in providing employment and business opportunities to those covered under Section 3 prior to acting on any proposed contract award. In response to any RFP, RFQ or IFB HACP will require submission of the Section 3 Opportunities Plan and roster of current employees, and certification that the bidder will comply with the requirements of Section 3 either by hiring Section 3 employees to directly perform under the contract or by committing a dollar amount to HACP's Section 3 program in an amount consistent with the chart below.

Below are the HACP Section 3 Guidelines as listed in the HACP Section 3 Program Manual:

**RESIDENT HIRING REQUIREMENTS / RESIDENT HIRING SCALE**

<b>TOTAL LABOR DOLLARS USE TOTAL CONTRACT AMOUNT FOR SERVICE CONTRACTS</b>	<b>RESIDENT LABOR AS A % OF TOTAL LABOR A. DOLLARS</b>
Labor dollars \$25,000 but less than \$100,000	10% of the labor dollars
\$100,000, but less than \$200,000	9% of the labor dollars
At least \$200,000, but less than \$300,000	8% of the labor dollars
At least \$300,000, but less than \$400,000	7% of the labor dollars
At least \$400,000, but less than \$500,000	6% of the labor dollars
At least \$500,000, but less than \$1 million	5% of the labor dollars
At least \$1 million, but less than \$2 million	4% of the labor dollars
At least \$2 million, but less than \$4 million	3% of the labor dollars
At least \$4 million, but less than \$7 million	2% of the labor dollars
\$7 million or more	½ to 1 % of the labor dollars

*\*\*A copy of HACP's Section 3 Program Manual is available for download at [www.HACP.org](http://www.HACP.org)*

A copy of HUD's Section 3 requirement is provided in. If you have any questions regarding the Section 3 Requirements or would like to discuss goals and planning for Section 3 Requirements please contact Kamaria Hayden, Employment Services Coordinator, by e-mail at [Kamaria.hayden@hacp.org](mailto:Kamaria.hayden@hacp.org) or by contacting her at Housing Authority of the City of Pittsburgh, 1205 Liverpool Street, Pittsburgh PA 15233, telephone (412) 456-5000 ext. 1228. Proposals must demonstrate how the Offeror intends to meet or exceed the Authority's Section 3 requirements. Proposals submitted without a Section 3 plan may be deemed nonresponsive. Also, complete **Section 3 Opportunities Plan** and include with your proposal.

**Any bid or proposal received from a contractor that does not contain a Section 3 Opportunities Plan or certification and back-up documentation acceptable to HACP may be deemed non-responsive by HACP.**

**B. MBE/WBE Participation Plan**

*HACP MBE and WBE Goals.* It is the policy of HACP to ensure that Minority Business Enterprises (MBEs) and Women-owned Businesses (WBEs) are provided maximum opportunity to participate in contracts let by HACP. In accordance with Executive Order 11625, HACP has established a minimum threshold of eighteen percent (18%) of the total dollar amount for MBE utilization in this contract. HACP has established a seven percent (7%) minimum threshold for participation of WBEs, and, HACP strongly encourages and affirmatively promotes the use of MBEs and WBEs in all HACP contracts. For these purposes, an MBE is defined as "any legal entity other than a joint venture, organized to engage in commercial transactions, that is at least fifty-one

percent (51%) owned and controlled by one or more minority persons." Also, a minority person is defined as a member of a socially or economically disadvantaged minority group, which includes African-Americans, Hispanic-Americans, Native-Americans, and Asian-Americans. A WBE/MBE is defined as "any legal entity other than a joint venture, organized to engage in commercial transactions, that is at least fifty-one percent (51%) owned and controlled by a female.

**Proposals submitted in response to this solicitation MUST include an MBE/WBE participation plan which, at a minimum, demonstrates "Best Efforts" have been taken to achieve compliance with MBE/WBE goals. HACP's Procurement Policy defines "Best Efforts" in compliance with MBE/WBE goals to mean that the contractor must certify and document with its bid or proposal that it has contacted in writing at least ten (10) certified MBE/WBE subcontractors to participate in the proposed contract with HACP or lesser number if the contractor provides documentation that ten (10) certified MBE/WBE contractors could not be identified. Each contractor shall certify as to same under penalty of perjury and shall submit the back-up documentation with its bid or proposal. Any bid or proposal received from a contractor that does not contain such certification and back-up documentation acceptable to HACP may be deemed non-responsive by HACP.**

If you have any questions regarding the HACP MBE/WBE goals please contact Mr. Kim Detrick, Contract Manager, by e-mail at [kim.detrick@hacp.org](mailto:kim.detrick@hacp.org) or by contacting him at the Procurement Department, Housing Authority of the City of Pittsburgh, 100 Ross Street, 2<sup>nd</sup> Floor, Suite 200 Pittsburgh PA 15219, telephone (412) 456-5116 opt.4. Proposals must demonstrate how the Offeror intends to meet or exceed these goals.

The Authority's Minority and Woman Business (MBE/WBE) participation goals are as follows:

- MBE Goal: 18%
- WBE Goal: 7%

Additionally, please be advised that participation credit will be applied in accordance with the following classifications, as follows:

- Broker: 10% of contract face value
- Supplier: 60% of contract face value
- Bona Fide Contractor: 100% of contract face value
- All Professional Service Firms: 100% of contract face value

Vendor definitions for the above classifications are to be referenced in either the respective vendor MBE/WBE certifications or as defined in 49CFR Part 26.

Please describe ways the Bidder will utilize MBE/WBE businesses to meet the goals above by completing **Document 00434 – MBE/WBE Solicitation & Commitment Record.**

A. Fulton Meachem, Jr.  
Executive Director  
Housing Authority of the City of Pittsburgh