

RFP COVER LETTER
SLIDELL HOUSING AUTHORITY
NOVEMBER 14, 2006

DATE: _____

PROJECT TITLE/NUMBER: WASHINGTON HEIGHTS RENOVATION

DELIVERY DATE/TIME: _____

TO: PROSPECTIVE BIDDERS

SUBJECT: REQUEST FOR PROPOSALS

Separate proposals for: (brief description of work) COMPLETE RENOVATIONOF SEVENTY-SIX UNITS OF LOW INCOME HOUSING

will be received at the following address: 301 GWEN DRIVE until 4 p.m. local time, _____ (date). Proposals will be held in confidence and will not be released in any manner until after contract award.

By submission of a proposal, the offeror agrees, if its proposal is accepted, to enter into a contract with Public Housing Authority in the form included in the contract documents to complete all work as specified or indicated in the contract documents for the contract price and within the contract time indicated in the attached RFP. The offeror further accepts all of the terms and conditions of the RFP.

A pre-proposal conference shall be held at N/A (address) on _____ (date and time). Site visits may be arranged by contacting MARVIN V. BUTLER (name) at 726-9000 (telephone number). All offerors are encouraged to attend the pre-proposal conference and visit the site.

Proposals should be prepared in accordance with the attached instructions, and will be evaluated by the Housing Authority as stated in the evaluation factors for award in the RFP.

Questions regarding the attached RFP should be directed to: MARVIN V. BUTLER (name) 985-726-9000 (telephone number).

MARVIN V. BUTLER

Contracting Officer

Attachment (RFP)

Request for Proposal/Qualifications

PROJECT

Design Services for renovation of seventy-six (76) vacant one, two and three bedroom units. Units were damaged by Hurricane Katrina and require complete interior renovation including replacement of heating, electrical, plumbing, mechanical services. Units require new fixtures for bath and kitchen, interior/exterior doors, windows etc.

BACKGROUND

This RFP/ is being sent to firms that have been pre-selected by the owner. The intent of this RFP is to have the firms under consideration specifically address the services required and provide us with a well-considered proposal for those services. Deadline for submissions is

SERVICES REQUESTED: (not listed in order of preference):

A conceptual plan for the modernization of seventy-six (76) units. Incorporating the latest thinking concerning multi-unit, public housing modernization. Provide Recommendations relative to the installation of different energy efficient systems and materials in the units. (i.e., heat/central air-conditioning.)

Specific conceptual drawing as well as detailed engineering and construction drawings that will serve as the basis for both bidding and construction by a general contractor.

Help with selection of construction firms which should be given an opportunity to bid on the project based upon their reputation for quality, their experience, their reputation for on time and on budget performance, and their financial credibility.

Preparation of the necessary bid documents to be sent to construction firms for the project.

Review of the bids to assess the relative merits of each one and assist the owner in awarding the contract as well as in the preparation (from a business perspective) of an appropriate contract (owner will have legal representation) if AIA Standard Contract Documents are not used.

Regular site observations of the contractor and subcontractors during the construction phase - sign off on construction drawings to assure that scheduled payments are made when predetermined work has been completed with the appropriate holdbacks.

Assistance, where necessary, with the governmental approval process (i.e., permits). Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.

This project is expected to be completed by June 1, 2007.

The existing facility will be available for inspection between the dates of
2006, please call to make an appointment. CONTACT OFFICE

and

Provide a general statement of qualifications based in light of the background information given above.

**PUBLIC HOUSING MODERNIZATION
(OR PRIVATE MULTI - FAMILY PROJECT)**

- a. Submit a list of all related projects your firm currently has in progress and the status of each.
- b. For your last three projects, provide the following:

✓ Name of Project
Client Contact
Owner's Total Initial Budget
Total Project Cost
SCHEDULED COMPLETION DATE
ACTUAL COMPLETION DATE

**Special Design Concerns
APPROACH TO 504 NEEDS**

✓ Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA). Provide examples. Efficient energy usage is a concern of the authority. Describe how your firm incorporates this aspect of design into its work. Provide examples.

Architecture/Engineering Services

✓ Provide information on your current workload and how you would accommodate this project. Describe in detail the process you will follow from schematic approval through approval of the final design.

Outline the design schedule that you will implement to meet the expected construction and occupancy dates. Describe the methods you will use to maintain this schedule.

Construction Costs

Describe cost control methods you use and how you establish cost estimates. Include information on determining costs associated with construction in existing facilities. List the steps in your standard change order procedure.

Legal Concerns

Explain your General Liability Insurance coverage.
Explain your Professional Liability Insurance coverage.

Fees

Provide information on your billing practices (i.e., lump sum, hourly rate, other), including reimbursable cost categories.

replaced or
not be required, and low energy electrical heat strip units will be used. Since no hot water will be used, the need for a hot water heating pipe system will not be required. eliminated, with a significant savings in power & cost.

Current Design Schedule:

1. Our most demanding project presently in design is the project for the St. Tammany Parish Government to design the complete renovations to the Slidell Administrative Complex. Design of this project started in July 2006 and, now at 90% complete, is scheduled to go out for bid in January, 2007. Project award is scheduled for April, 2007, with a projected 2009 completion date.
2. Our work load is heavy, with several projects in design at any one time. Approximately one half of these projects are Katrina-related.

SIGNIFICANT
DARADON ENGINEERING HAS HIRED SEVERAL NEW DESIGNERS SINCE HURRICANE KATRINA, TO ADJUST FOR THIS ADDED LOAD.

List of Projects Currently in Work that are related (multi-family):

1. Island Park Apartments, Phase II, Shreveport, LA
2. Grand Point Apartments, Phase II, Lafayette, LA
3. Blue Mountain Apartments, Tyler, TX
4. Cypress Lake Southgate Apartments, Baton Rouge, LA
5. Ashford Place Apartments, Monroe, LA
6. Insuk Caro, Gretna Apartments, Gretna, LA

These projects range from "in design" to "nearing completion" or "over" →

For #1-5 above, contact:

Mr. Mark Nayler
Bryan Construction Co.
779 Avery Blvd. North
Ridgeland, MS 39157

If we are not selected to design this project, the following schedule is suggested if using a local contractor, with a normal crew, with partial occupancy occurring starting @ day 60.
Day 1
Day 30
Day 60
Day 90
Day 135 (45 days)
Day 540 (approximately 18 months)

Proposed Project Schedule:

- Project award
- Concept study and approval
- Design 30% complete
- Design 100% complete
- Bid & award
- Contract completion

Our office equipment consist of the very latest equipment needed to run a modern Engineering office, and we also have access to our data bank of drawings from our homes, via internet connections.

over

