



**MIAMI-DADE HOUSING AGENCY**

**REQUEST FOR QUALIFICATIONS  
FOR**

**MIAMI-DADE HOUSING AGENCY  
1401 NW 7TH STREET, MIAMI, FLORIDA 33125**

**MDHA CONTRACT No. 146090  
INVITATION FOR GENERAL CONTRACTORS TO PARTICIPATE IN MDHA  
REPAIRS CONTRACTS**

**PRE-PROPOSAL CONFERENCE TO BE HELD ON**

May 8, 2008, at 10:00 a.m. (local time)

at  
MDHA, 1401 NW 7<sup>TH</sup> Street, Board Room  
Miami, Florida 33125

Procurement Officer: Mari Saydal-Hamilton  
Telephone: 305-644-5216  
Email: [rms@miamidade.gov](mailto:rms@miamidade.gov)

Project Managers:  
Francisco Trujillo  
Phone: 305-375-5256  
[frujil@miamidade.gov](mailto:frujil@miamidade.gov)

Lissette Martinez  
Phone: 305-375-5270  
[Lpmar01@miamidade.gov](mailto:Lpmar01@miamidade.gov)

**PROPOSALS FOR QUALIFICATIONS ARE DUE AT THE ADDRESS  
SHOWN BELOW NO LATER THAN**

**May 20<sup>th</sup>, 2008 at 10:00 am. (local time)**

at  
MIAMI DADE HOUSING AGENCY  
1401 NW 7<sup>TH</sup> STREET  
BUILDING B, 2<sup>ND</sup> FLOOR  
MIAMI, FLORIDA 33125

IF YOU HAVE ANY QUESTIONS, CONTACT MDHA:

**Francisco Trujillo, 305-644-5256**  
**Lissette Martinez, 305-644-5270**  
Fax: 305-643-8532

FOR SECTION 3 RELATED QUESTIONS, PLEASE FAX  
**Patricia Sharifi: Fax 305-644-5394**



## MIAMI-DADE HOUSING AGENCY

**THIS REQUEST FOR QUALIFICATIONS IS A SECTION 3 COVERED ACTIVITY. SECTION 3 REQUIRES THAT JOB TRAINING, EMPLOYMENT AND CONTRACTING OPPORTUNITIES BE DIRECTED TOWARD LOW-AND VERY LOW-INCOME PERSONS.**

PROPOSALS FOR QUALIFICATIONS WILL BE OPENED PROMPTLY AT THE TIME AND PLACE SPECIFIED. THE RESPONSIBILITY FOR SUBMITTING A PROPOSAL TO THE CLERK OF THE BOARD ON OR BEFORE THE STATED TIME AND DATE IS SOLELY AND STRICTLY THE RESPONSIBILITY OF THE PROPOSER. MIAMI DADE HOUSING AGENCY IS NOT RESPONSIBLE FOR DELAYS CAUSED BY ANY MAIL, PACKAGE OR COURIER SERVICE, INCLUDING THE U.S. MAIL, OR CAUSED BY ANY OTHER OCCURRENCE.

MIAMI-DADE HOUSING AGENCY OFFERS EQUAL OPPORTUNITY AND DOES NOT DISCRIMINATE BASED ON AGE, GENDER, RACE OR DISABILITY



## SECTION A – GENERAL OVERVIEW

### A.1 INTRODUCTION

Miami-Dade Housing (MDHA) is soliciting qualified contractors to participate in multiple repairs to vacant unit's contracts, for all of Miami-Dade Housing Agency's residential developments. For details on this solicitation in addition to those specified herein, refer to Exhibit A, HUD General Conditions of the Contract for Construction Circular OMB No. 2577-0157 and Instruction to Bidders for Contracts Public and Indian Housing Programs form HUD-5369.

### A.2 PURPOSE

The purpose of this solicitation is to pre-qualify vendors/firms to be awarded work orders to complete multiple repairs relating to vacant unit preparation for immediate occupancy. This initial solicitation provides for the submission of documents and forms intended to verify that the vendor meets or exceeds the minimum criteria set forth elsewhere in this solicitation. All vendors/firms which meet or exceed the criteria established in this solicitation shall be placed on a Pre-Qualification List to where work orders will be issued on a rotational basis

### A.3 BACKGROUND

Miami-Dade Housing Agency (MDHA) is the ninth largest housing agency in the nation. MDHA is committed to providing low- and moderate- income o residents of Miami Dade Miami Dade Housing Agency with affordable housing opportunities, economic independence opportunities, and neighborhood revitalization and stabilization activities. MDHA is responsible for housing over 27,000 residents; provides for Section 8 subsidized payments for 16,000 units; and administers an array of specialized housing opportunities for special population and the homeless.

### A.4 TERM OF CONTRACT

This contract shall be for a period of two (2) years beginning **June 1, 2008** and ending **June 1, 2010** with an option to renew for an additional two (2) year period with price adjustments, in year to year increments, provided that this Agreement is not validly terminated prior the end of the term as provided herein. Miami-Dade Housing Agency reserves the right not to exercise the optional years. Performance under this contract shall commence by the *Contractor* upon issuance of a Notice to Proceed by the MDHA Project Manager.

### A.5 PRE-PROPOSAL CONFERENCE

A pre-proposal conference has been scheduled for **the date, time and place specified Section A.6 of this RFQ**. Attendance is highly recommended but not mandatory. Proposers are encouraged to submit any questions in writing to the RFQ Project Manager.

### A.6 TIMETABLE

**The anticipated schedule for this contract is as follows**

Solicitation advertisement	May 5, 2008 – May 16, 2008
Public Pre-Construction Conference <b>This will be a public forum to allow discussion regarding the specifications, and address all questions.</b>	May 8, 2006



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Time: 9:00 AM to 11:00 AM

Location: Miami-Dade Housing Agency, 1401 NW 7 ST (at rear of property)  
RFI (Request for Information) May 8, 2008 – May 15<sup>th</sup>, 2008

### **A.7 PROPOSAL GUARANTEE DEPOSIT**

No Proposal Guarantee Deposit is required for this RFQ.

### **A.8 REVIEW OF PROPOSALS FOR RESPONSIVENESS**

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirements outlined in the RFQ. A responsive proposal is one which follows the requirements of the RFQ, includes all documentation as per Section C, is submitted in the format outlined in the RFQ Section D, is of timely submission, and has the appropriate signatures as required on each document. Failure to comply with these requirements may result in a proposal being deemed non-responsive.

### **A.9 CRIMINAL CONVICTION**

Any individual who has been convicted of a felony during the past ten years and any corporation, partnership, joint venture or other legal entity having an officer, director, or executive who has been convicted of a felony during the past ten years shall disclose this information prior to entering into a contract with or receiving funding from Miami-Dade Housing Agency.

### **A.10 DOCUMENTS**

The solicitation package is available at no cost on-line at [www.miamidade.gov/housing](http://www.miamidade.gov/housing) or through Miami-Dade Housing Agency's Facilities Division, 1401 NW 7<sup>th</sup> Street, Building C, Miami, FL 33125 at a cost of \$10.00 for each solicitation package.

Proposers or Respondents who obtain copies of this Solicitation from sources other than the Miami-Dade Housing Agency's website or in person risk the potential of not receiving addenda, since their names will not be included on the list of firms participating in the process for this particular Solicitation.

Specification documents will be made available during the Pre-Proposal conference meeting on May 8, 2008 at no charge and will also be sent via facsimile to existing contacts list.

### **A.11 ADDITIONAL INFORMATION**

Requests for additional information or clarifications must be made in writing and received by Miami-Dade Housing Agency's Project Manager. The request must contain the contract number and title, Contractor name, Contractor contact person, address, phone number, and facsimile number.

### **A.12 COSTS INCURRED BY CONTRACTOR**

All expenses involved with the preparation and submission of documents related to this solicitation to Miami-Dade Housing Agency shall be the sole responsibility of the Contractor. No payments will be made prior to commencement of work as defined by the executed work order by Miami-Dade Housing Agency.



## SECTION B - SCOPE OF SERVICES

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### B.1 SCOPE OF WORK COST ESTIMATE

**Development Name/Address:** See Attachments A1, A2 & A3 and Unit Price Table A (fixed prices) with attached list of developments- Exhibit A

**Development No.:** **Regions 1 – 3**

The scope of work includes but is not limited to general conditions, building, electrical and plumbing work, other necessary trades and items required to deliver a habitable unit. Contractor must familiarize himself / herself with the attached project profiles attached for reference purposes and if necessary visit the sites within the region to become familiar with the scope of work and verify all existing field conditions at job site.

The intent of this work is to repair housing units for residents' occupancy. These units are already priced by bedroom sizes for each region. A **Unit Price Table A** is already included with **"fixed prices"**. **Contractors interested will submit their companies resumes, indicating the company's experience, length of time the company has been in business, and the company's general liability insurance.**

Each work order issued to a contractor will require the contractor to submit the necessary insurances as indicated in the Instruction to Bidders, and General conditions of these specifications to MDHA Procurement Division. The General Contractor is responsible for obtaining all required permits and to provide all materials and labor necessary to complete the job and ready to occupy. The job includes but not limited to repair walls, ceilings, windows, exterior & interior doors, electrical and plumbing systems, kitchens, bathrooms, all finishes, painting job, etc.

All work shall be performed in the best standards of workmanship and shall be in accordance with the Florida Building Code and National Electric Code, all national, state, Miami-Dade Housing Agency, and municipal codes, rules, guidelines, regulations and departments having jurisdictions. New materials shall match existing and be approved by MDHA's construction manager prior to installation.

### B.2 ESTABLISHMENT OF POOL /CONTRACT AWARD

The establishment of the pre-qualifications Pool as a result of the RFP, will be maintained by the MDHA Contracting Officer or designee. Work orders shall be given to the Proposers whose qualifications submissions shall be deemed by the Miami-Dade Housing Agency Project Manager or his designee to be in the best interest of the Miami-Dade Housing Agency. The Miami-Dade Housing Agency's decision to pre-qualify vendors or make a work order award is in the best interest of the Miami-Dade Housing Agency shall be final.

The list of participants along with the required documents to be added to the pool will be publicly opened and read aloud. MDHA will screen the participants to make sure they meet the necessary minimum qualifications. Those who qualify will be part of the general rotation list and awarded work orders for individual work assignments.



### **B.3 STRUCTURE OF POOL**

The Miami-Dade Housing Agency intends to add all respondents upon meeting the qualification criteria found in this RFQ. There after all responsive and responsible vendors will be included in a pool of pre-qualified vendors to be issued work orders as needed. Pool members shall remain registered vendors with the Miami-Dade Housing Agency throughout the term of the Pool. At the Miami-Dade Housing Agency's discretion, members may be removed. Pool members shall maintain the qualifications of the firm and proposed personnel at a standard consistent and equivalent to those submitted in response to this RFQ.

Pool member/s shall sign an agreement with the Miami-Dade Housing Agency in order to be accepted into the Pool. This agreement will be supplemented, upon project award, by individual Work Orders specifying project scopes and payment and price information. Selection to the Pool alone does not guarantee work and does not provide exclusive rights to provide Miami-Dade Housing Agency property management services.

### **B.4 WORK ORDER PROCESS**

The Miami-Dade Housing Agency will follow a Work Order process. There is no guarantee that any or all Pool members will obtain Work Orders through this Pool. After selection into the Pool, members will participate in a Work Order process. When projects arise, the Miami-Dade Housing Agency will prepare a scope of work referencing Unit Price Table A. Additionally, the Miami-Dade Housing Agency reserves the right to develop an alternate, streamlined process for awarding Work Orders.

The Miami-Dade Housing Agency may award a Work Order on the basis of initial offers received, without discussions. However, the Miami-Dade Housing Agency reserves the right to enter into negotiations with the Pool member. The Miami-Dade Housing Agency may hold simultaneous negotiations or consider Best and Final Offers (BAFO). If the Miami-Dade Housing Agency and the Pool member cannot negotiate a successful agreement, the Miami-Dade Housing Agency may terminate said negotiations and begin negotiations. This process will continue until a work order has been executed.

No Proposer shall have any rights against the Miami-Dade Housing Agency arising from such negotiations. Work orders will serve as the initiation document that defines and describes the parameters of the individual project assigned or awarded by Miami-Dade Housing Agency to the Contractor in accordance to the terms of the work order.

Upon exhausting the rotation list, the rotation process will begin with the first firm on the list and so forth. The list will remain open and contractors will be given work orders by rotation. Prior to the work order being issued for specific work, contractors will submit the necessary insurances as required in the general conditions of the contract.

Contractors who perform and complete the work on time will continue to be given work orders. Those contractors that perform the work on time and in a satisfactory manner will continue to be given additional assignments. For contractors where work is not delivered by the time specified and have proven their work to be unsatisfactory in nature, the Contractor will be removed from the General Rotation List. Miami-Dade Housing Agency, at its sole discretion, may modify or request changes to issued work orders at anytime and shall only pay for work actually performed by the Contractor.



## SECTION C - PROPOSAL SUBMISSIONS AND FORMAT

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### C.1 MINIMUM QUALIFICATIONS SUBMISSION

The selection of participants on this contract is based on providing the minimum qualifications as listed below. The responsibility for submitting the required documentation to Miami-Dade Housing Agency on or before the stated time and date is solely and strictly the responsibility of the bidder. Miami-Dade Housing Agency is not responsible for delays caused by any mail, package or courier service, including the U.S. Mail, or caused by any other occurrence.

Firms who choose to participate shall submit the required documents in order to be added to the pool of vendors. Documents shall be submitted to Miami-Dade Housing Agency offices at 1401 NW 7<sup>th</sup> Street, Building 'B', Conference room, Miami, Florida, 33125 by **10:00 a.m.** local time, **Tuesday, May 20<sup>th</sup>, 2008**

### C.2 DOCUMENT REQUIREMENTS

#### Participants License Requirements

Participants must hold at the time of bid submission (and maintain same throughout duration of the contract) a current valid license as checked below:

- (1) Certificate of General Building/Engineering issued by the State of Florida Construction Industry Licensing Board or the Miami-Dade Housing Agency Construction Trades Qualifying Board, or have a State of Florida Certified General Contractor's License.

#### (2) General Liability Insurance

Contractor shall furnish Miami-Dade Housing Agency Certificates of insurance which indicate that insurance coverage has been obtained which meets the requirements outlined below;

- a. Worker's compensation Insurance for all employees of the vendor as required by Florida Statute Chapter 440.
- b. General Liability on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. Miami Dade Housing Agency must be named as the additional insured with respect to this coverage.
- c. Automobile Liability Insurance covering all OWNED, NON-OWNED and HIRED vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit for bodily injury and property damage.
- d. The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the vendor.
- e. All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:
  - i. The Company must be rated no less than "B" as to management, and no less than "Class V" as to the financial strength, by the latest edition of Best's insurance guide, published by A.M. Best Company, Oldwick, New Jersey.



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OR

- ii. Company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or approved to Do Business in

Florida", issued by the State of Florida Department of Insurance and are members of the Florida Guarantee Fund.

### **(3) Company resume to illustrate 3 years minimum experience**

#### Key Personnel and Subcontractors Performing Services

- a. Provide staffing resume showing all individuals, including their titles, to be assigned to this project. Clearly identify employees and those of the subcontractors or sub consultants.
- b. Describe the experience, qualifications and other vital information, including relevant experience on previous similar projects, of all key individuals, including those of subcontractors or sub consultants, who will be assigned to this project. This information shall include the functions to be performed by the key individuals. All key personnel includes all partners, managers, seniors and other professional staff that will perform work and/or services in this project.
- c. Provide resumes with job descriptions and other detailed qualification information on all key personnel to include senior management who will be assigned to this project, including any who would be subcontractors or subconsultants.

**Note: After proposal submission, but prior to the award of any work order issued as a result of this RFQ, the Proposer has a continuing obligation to advise the Miami Dade Housing Agency of any changes, intended or otherwise, to the key personnel identified in its proposal.**

### **(4) Reference Letters**

### **(5) Request for Taxpayer Identification Number and Certification (W-9)**

### **(6) HUD Forms, 2530, 5370, 5369, 5369A**

### **(7) Section 3:**

Section 3 of the HUD Act of 1968 requires that job training and employment opportunities resulting from projects awarded by Miami-Dade Housing Agency (MDHA) be directed to low or very-low income persons and contracting opportunities be directed to businesses owned by, or whose workforce includes at least 30% of full-time low- or very low-income workers. For further information, fax MDHA Section 3 Office at (305) 644-5394.



FAILURE TO PROVIDE SECTION 3 DOCUMENTS ON OR BEFORE MDHA REQUESTED DUE DATES MAY RENDER BID NON-RESPONSIVE.

## SECTION D - PROPOSAL PREPARATION

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### D.1 PROPOSAL PREPARATION REQUIREMENTS

All proposals documents must be submitted on 8 1/2" X 11" paper, neatly typed on one side only, with normal margins, and spacing. The original document package must not be bound and the document package copies should be individually bound. A **total of 3 of the complete** proposal to include all required documentation requested in Section C must be received by **the deadline for receipt of proposal specified in this RFQ.**



## **SECTION E - EVALUATION/SELECTION PROCESS**

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### **E.1 INTRODUCTION**

Following the opening of the proposal packages, the proposals will be evaluated in accordance with the Miami-Dade Housing Agency's requirements in Section C. A Review Team will convene to review the Proposals submitted in response to this solicitation. The Review Team will be comprised of appropriate Miami Dade Housing Agency personnel with the appropriate experience and/or knowledge.

### **E.2 PROPOSAL EVALUATION**

The Review Team will upon proposal due date evaluate and record that all responders provided the documents required to participate and be added to the Pool.