



HOUSTON
HOUSING AUTHORITY

"Heat Relief Initiative"

**IFB 23-41 WINDOW AC UNIT INSTALLATION AT
CUNEY HOMES, IRVINTON VILLAGE, AND KELLY
VILLAGE APARTMENTS PRE-BID CONFERENCE**

AGENDA

1. Welcome & Introductions
2. Pre-Bid Meeting Objectives
3. Review Solicitation
 - a. Overview of Administrative / Submittal Requirements
 - b. Overview of Project / Technical Requirements
4. Review Procurement Schedule
5. Review of Section 8.0 Submittals
 - a. Assist with completion of HUD documents
 - b. Answer questions regarding document submittal
6. Review of Construction Administration (Documentation)
7. Questions & Comments



PRE-BID MEETING OBJECTIVES

- Provide an overview of HHA's solicitation process
- Review submittal forms
- Review project scope of work
- Review construction administration / documentation
- Provide an opportunity for feedback and questions on all of the above



REVIEW SOLICITATION

HHA is providing an opportunity for small businesses to participate in HHA's construction projects

- Administrative / Submittal Requirements
- Project / Technical Requirements (SOW)
- All materials are available for review and download online at www.housingforhouston.com or upon written request
- All question are to be emailed to HHAcoldown@housingforhouston.com by 4PM on August 22, 2023
- All bids are due at the HHA main building (2640 Fountain View) by 2PM on September 6, 2023



INTENT

2.0 INTENT

- 2.1 The intent of this solicitation is to establish **fixed-price contracts** with responsive and responsible businesses who can provide all the construction-related work specified in Exhibit B: Scope of Work, incorporated into solicitation.
- 2.2 HHA is looking to award a portion of the contracts to Section 3 business concerns. Section 3 businesses are defined as a business that meets at least one of the following criteria, documented within the last six-month period:
 - 1. At least 51 percent owned and controlled by low- or very low-income persons;
 - 2. Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers (See Attachment D for more on Section 3 workers); or
 - 3. A business at least 51 percent owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing.
- 2.3 Successful bidders will provide all necessary labor and tools for a complete installation of up to 80 window AC units per details provided in this solicitation.
- 2.4 Complete installation includes the window AC units, metal panels, steel angles, support brackets, screws/bolts, sealant, etc.
- 2.5 All materials necessary to complete the installation of the window ac units will be provided. Material to be provided will include window AC units, metal panels, steel angles, support brackets, screws/bolts, sealant, etc.
- 2.6 Perspective bidders are to provide a per unit cost. Dependent on participation companies may be awarded additional units.



PERIOD OF PERFORMANCE

3.0 PERIOD OF PERFORMANCE

3.1 Any contract issued as a result of this solicitation will have ninety (90) days, and all work will be performed between the hours of 8:00 AM and 5:00 PM Monday through Friday



PROCUREMENT SCHEDULE

4.0 PROCUREMENT SCHEDULE

4.1 The anticipated procurement schedule for this solicitation is as follows:

<u>EVENT</u>	<u>DATE</u>
Date Solicitation Advertised	August 3, 2023
Pre-bid Conference and Paperwork Assistance 2640 Fountain View Drive, Houston, TX 77057 See Exhibit A	Saturday, August 12, 2023 at 10:00 AM
Deadline for the Receipt of Written Questions to HHAcoldown@housingforhouston.com	4:00 PM August 22, 2023
Deadline Answers to Written Questions will be posted on HousingforHouston.com	5:00 PM August 24, 2023
Deadline for the Receipt of Sealed Responses	2:00 PM September 6, 2023



PROCUREMENT SCHEDULE (CONT.)

4.2 Information provided at the pre-bid conference is not binding unless it has been incorporated into this solicitation via an Amendment

4.2.1 Interested parties will be allowed to visit the site with advanced notice to HHA

4.2.1.1 Interested parties must send an e-mail to the below e-mail addresses at least twenty-four (24) hours in advance of the day they planned to visit the properties:

HHA Project Team: HHAcoldown@housingforhouston.com

4.2.2 Interested parties must check-in at the front desk with the on-site Property Manager, and are required to leave their business card(s)

4.2.2.1 Questions should not be directed to the on-site Property Manager, or third parties, but must be sent to HHACOOLDOWN@HOUSINGFORHOUSTON.COM by the specified due date **IN THE PROCUREMENT SCHEDULE**



POSTING OF THE BID TABULATION

4.3 Posting of the Bid Tabulations

4.3.1 HHA's Procurement Department will make a good faith effort to post the Initial Bid Tabulation on the agency website in a timely manner

<https://housingforhouston.com/doing-business-with-hha/current-solicitations/>



SELECTION CRITERIA

HHA intends to contract with multiple qualified, responsive, and responsible businesses that can perform the work as outlined in Exhibit B and Exhibit C



SUBMITAL REQUIREMENTS

- HHA will review all the forms required to accompany your bid at the end of the presentation and provide assistance and answer questions for those who are not familiar with the forms. The following are required documents:
 - Attachment A Declaration
 - Attachment B Non-Collusive Affidavit
 - Attachment C M/WBE Participation
 - Attachment D Section 3 Requirements and Commitment
 - Attachment E Conflict of Interest Questionnaire
 - Attachment F Representations, Certifications and Other Statements Public Housing Programs (FORM HUD 5369-A)
 - Attachment G Previous Participation Certification (HUD-2530)
 - Exhibit D Price Sheet
 - Company Certificate of Insurance (COI)



SCOPE OF WORK

Install up to 80 window air conditioning (AC) units at Cuney Homes (qty: 891), Irvinton Village (qty: 468), and Kelly Village (qty: 256)

Scope of work includes:

- Remove existing individual AC units in existing windows at designated locations
- Remove existing glass lites from existing windows at designated locations
- Install and secure new sheet metal infill panels in existing window frames
- Connect new AC units to existing electrical service
- Paint interior finishes where damaged
- Clean up



SCOPE OF WORK - NARRATIVE

Existing Conditions



Remove Existing AC Unit at Designated Location

Remove Existing Glass Lite at Designated Location

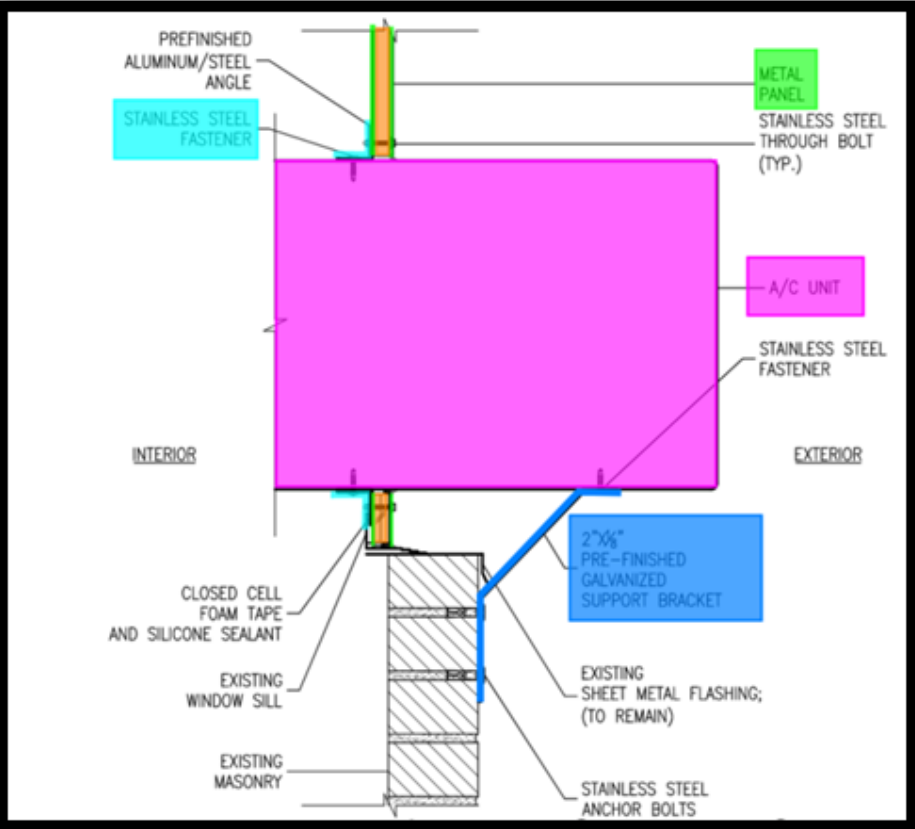
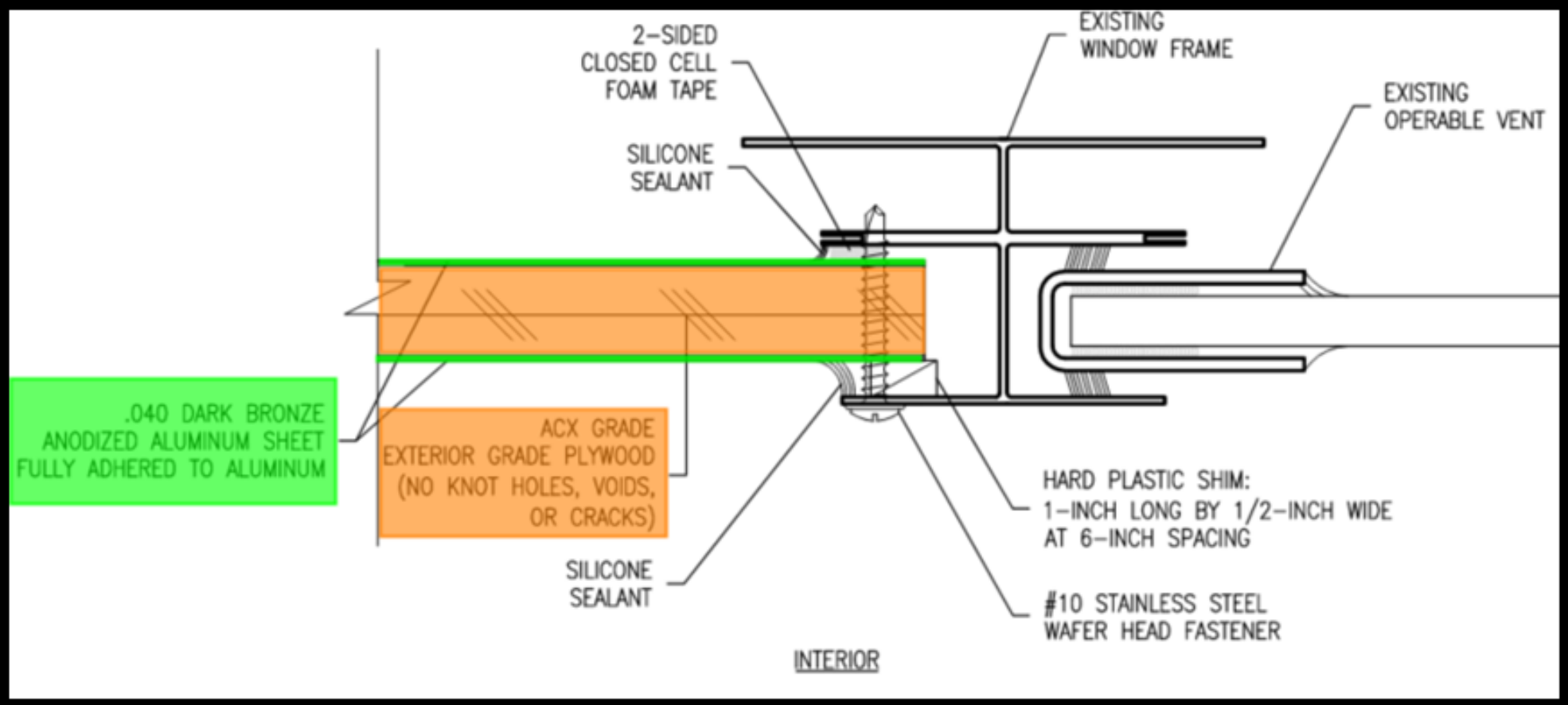
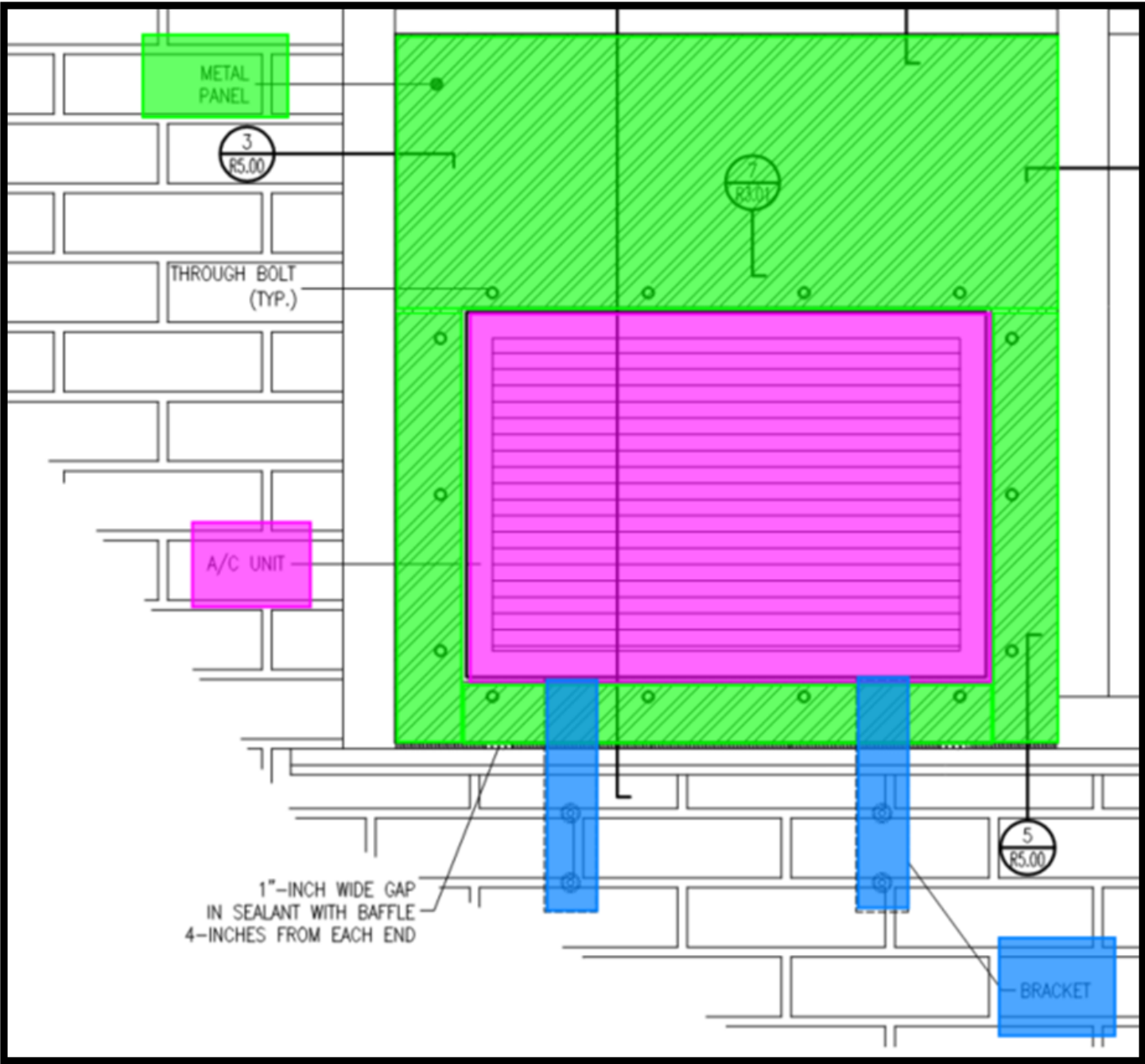
Install New Infill Panel

Install New AC Unit (1 AC Unit per 1Bd Apt , 2 AC Units per 2+ Bd Apt)

Paint Interior Finishes Where Damaged



SCOPE OF WORK – DESIGN DETAILS



REVIEW PROCUREMENT SCHEDULE

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REVIEW OF SUBMITTALS

We will review all the required documents listed in Section 8.0 for people who have never participated in a sealed bid with the Houston Housing Authority.



CONCLUSION

QUESTIONS & COMMENTS





HOUSTON
HOUSING AUTHORITY

**THANK YOU FOR
YOUR PARTICIPATION**