



Procurement Department

2003-961-21-5011 Cost Estimating Services

The San Antonio Housing Authority is requesting quotes from qualified and experienced firms to perform a Conceptual Cost Review of the Alazan Lofts project construction plans and specifications dated 2-19-20.

The responses are due to Charles Bode, Asst. Director of Procurement, no later than 2:00 p.m. Friday, March 27, 2020.

Responses may be returned as follows:

By email to: charles_bode@saha.org

The following terms and conditions apply to this procurement:

1. By submitting a bid, the bidder is agreeing to abide by all terms and conditions listed herein, including those terms and conditions within HUD Handbook 7460.8 REV 2, Procurement Handbook for Public Housing Agencies, dated 2/2007 and HUD Table 5.1.
2. FEES: Fees are all-inclusive of all related costs that a proposer will incur to provide the noted goods or services in compliance with this solicitation, including, but not limited to: employee wages and benefits, clerical support, travel and lodging, overhead, profit, licensing, insurance, materials, supplies, tools, equipment, long distance telephone calls, document copying and motor vehicle fuel, all costs shall be fully burdened.
3. AWARD CRITERIA: Bidders shall be recommended for award if they are deemed responsive and responsible and provide the "Best Value" to SAHA. In determining the best value SAHA may consider:
 - 3.1 The purchase price;
 - 3.2 The reputation of the bidder and their goods or services;
 - 3.3 The quality of the goods or services;
 - 3.4 The extent to which the goods or services meet SAHA's needs;
 - 3.5 The total long term cost; and
 - 3.6 Any relevant criteria listed herein.
4. ASSIGNMENT OF PERSONNEL: SAHA retains the right to demand and receive a change in personnel assigned by the Contractor to provide services to SAHA, if SAHA believes that such change is in its best interest.



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5. **UNAUTHORIZED SUBCONTRACTING PROHIBITED:** The successful bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this solicitation (including, but not limited to, selling or transferring the ensuing PO or contract without the prior written consent of SAHA). Any purported assignment of interest or delegation of duty, without the prior written consent of SAHA shall be void and may result in the cancellation of the PO or contract with SAHA.
6. **INSURANCE:** Contractor shall present to SAHA prior to PO issuance or execution of a contract, proof of insurance compliant with the following requirements.

| Business Automobile Liability | Required Limits |
|---|---|
| SAHA and its affiliates must be named as an additional insured and as the certificate holder. This is required for any vendor that will be using their vehicle to do work on SAHA properties. | \$500,000 combined single limit, per occurrence |
| Workers Compensation and Employer's Liability | Required Limits |
| Workers' Compensation coverage is Statutory and has no pre-set limits. Employer's Liability limit is \$500,000. Workers' Compensation is required for any vendor made up of more than two people. A Waiver of Subrogation in favor of SAHA must be included in the Workers' Compensation policy. SAHA and its affiliates must be a Certificate Holder. | Statutory \$500,000 |
| Commercial General Liability | Required Limits |
| This is required for any vendor who will be doing hands on work at SAHA properties. SAHA and its affiliates must be named as an Additional Insured and as the Certificate Holder. | \$1,000,000 per accident \$2,000,000 aggregate |

7. **INVOICING:** Invoices shall be sent to: Accounts_Payable@saha.org. If contractor does not have the capability to email the invoice it may be sent to: San Antonio Housing Authority, Accounts Payable, P.O. Box 830428, San Antonio, TX 78283--0428. Contractor shall invoice SAHA within 60 days after the delivery of the goods or service. If contractor fails to invoice within 60 days SAHA reserves the right to not pay the invoice. In an effort to be more efficient, SAHA processes all payments electronically. Contractors will be required to complete a direct deposit form.
8. **Indemnification:** The Contractor shall indemnify and hold harmless SAHA and its officers, agents, representatives, and employees from and against all claims, losses, damages, actions, causes of action and/or expenses resulting from, brought for, or on account of any bodily injury or death of an employee of the Contractor, its agent, or



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its subcontractor of any tier received or sustained by any persons or property growing out of, occurring, or attributable to any work performed under or related to this Agreement, resulting in whole or in part from the negligent acts or omissions of the Contractor, any subcontractor, or any employee, agent or representative of the Contractor or any subcontractor. CONTRACTOR ACKNOWLEDGES AND AGREES THAT THIS INDEMNITY CONTROLS OVER ALL OTHER PROVISIONS IN THE AGREEMENT, SURVIVES TERMINATION OF THIS AGREEMENT. Contractor shall indemnify and hold harmless SAHA, their agents, consultants and employees from and against any and all property damage claims, losses, damages, costs and expenses relating to the performance of this Agreement, including any resulting loss of use, but only to the extent caused by the negligent acts or omissions of Contractor, its employees, subcontractors, suppliers, manufacturers, or other persons or entities for whose acts Contractor may be liable.

9. SECTION 3: Training and Employment Opportunities for Residents in the Project Area (Section 3, HUD Act of 1968; 24 CFR 135):

- (a) 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 (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low income persons, particularly persons who are recipients of HUD assistance for housing.
- (b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3.



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Scope of Services

The San Antonio Housing Authority is requesting a quotation to perform a Conceptual Cost Review of the Alazan Lofts project construction plans and specifications dated 2-19-20. The purpose of the cost estimate and comparison report is to provide the San Antonio Housing Authority (SAHA) the supporting documentation from a third party estimator / review in order to submit a Mixed Finance Proposal to HUD as required by 24 CFR 905.604(h)(i) [issued Oct. 24, 2013]. SAHA will be submitting the cost comparison summary to the U.S. Department of Housing and Urban Development. Attached is a sample of the summary report required by the third party estimator.

SAHA will be providing you a project construction budget for comparison once you complete your work and in preparation of your final report. We are requesting a final report and summary by April 15, 2020. The schedule of values in the budget can be used to provide SAHA with a comparison report / chart of the budget –vs- the third party estimate. This is to verify that the project budget is a reasonable cost for the constructing of this type of building and is within the ranges of other similar projects.

HUD Regulation Requirements

24 CFR 905.604(h)(i) [issued Oct. 24, 2013]

(i) Identity of interest. If the Owner Entity or partner (or any other entity with an identity of interest with the Owner Entity or partner) of a mixed-finance project wants to serve as the general contractor for the mixed-finance project, it may award itself the construction contract only if:

- (1) The identity of interest general contractor's bid is the lowest bid submitted in response to a request for bids; or
- (2) The PHA submits a written justification to HUD that includes an independent third-party cost estimate that demonstrates that the identity of interest general contractor's costs are less than or equal to the independent third-party cost estimate; and
- (3) HUD approves the identity of interest general contractor in conjunction with HUD's approval of the development proposal for the mixed-finance project.

Alazan Lofts Current Construction Drawings

Below is a link to the 90% CD permit set for Alazan Lofts that was submitted to the City of San Antonio. Please let us know if this will satisfy your requirements for the architectural review.

<https://drive.google.com/drive/folders/1f14xpn8jsdnQ5b13-KQccfAjQLuQKzRH?usp=sharing>



SAHA | SAN ANTONIO
HOUSING AUTHORITY
Opportunity Lives Here

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FEE SHEET
Quote 2003-961-21-5011 Cost Estimating Services

Total cost for all related services for the estimate and cost comparison.

\$ _____

| Signature | |
|---|-------------------------|
| _____ Signature | _____ Date |
| _____ Printed Name | _____ Company |
| _____ E-mail address if available | |
| _____ Phone | _____ Fax |