



ADDENDUM NO. 1

Dated: February 17, 2010

QSP #: P10019

Construction Rehab Assessment/Energy Audit

All Contractors bidding the project are hereby advised to incorporate the following changes and/or clarifications and related dollar amounts in their bids for the above-referenced project. All conditions described in the project SOW and Specifications shall apply in full force.

Meeting commenced at 10:00 AM:

Wanda L. Beckett, Contracts Administrator, gave a brief introduction of herself and her role as the primary contact person for HACC during the project bidding. Introduction of HACC personnel: Ted Otokiti, Director of Maintenance, Mod., & Devel.; Denise Nishimura, Administrative Assistant (Temp); Richard Sevigny., Auditor.

Contractors in Attendance:

Tracy Foglesong, Energy Conservation Group; David Valles, Consol; Glen Spatt & Les Lazareck, Home Energy Connection; Mary Venable & Deborah McCutchen, SolarEnvi.

The following items were discussed during the request for proposal meeting held on February 17, 2010 at 10:00 AM, and/or additional clarification to the Scope of Work (SOW) and Specifications are now incorporated into the SFQ as a matter of record:

PLAN FILES ARE POSTED ON THE WEBSITE

Bid Proposal Requirements:

- AD 1.1 We are putting a list together of qualified companies to audit 51 homes, 18 of which have been to be assigned to the qualified contractors list established as a result of this QSP. We are looking for more than one company to put under contract.
- AD 1.2 All questions and request for interpretation regarding the specification, document requirements, including the walk-the-site must be submitted in writing to Wanda Beckett, Contracts Administrator, preferably by email wbeckett@haccnv.org or by fax: (702)435-3039. All questions including the minutes from this meeting will be responded to in the form of an addendum.
Questions will be accepted until 2/19/10.
All Addendums must be submitted with your bid submission as they are a part of your contract, as they contain specifications changes, etc.
- AD1.3 Notice of Interest Form (*Exhibit II*) – N.O.I. Form is the only way we know who is participating in this project. It also provides Contractors with the contacts for everyone who was in attendance at the pre-bid meeting. The NOI list will be made available with the minutes from this meeting. And sent to everyone that has submitted an NOI, as a courtesy. It is your responsibility to check the website and download all the required documents and addendums issued.
- AD 1.4 Submission deadline date is February 24, 2010 at 10:00 AM. Late bids will not be accepted.
- AD 1.5 Addendums are issued where there are changes and revisions to the Scope of Work, revisions to documentation requirement and to answer any questions received.



W. Beckett provides a review of the requirements:

AD1.6 Section 3 Requirements & Forms – Page 3 shows a chart listing the percentage of labor dollars required to comply with Section 3. The amounts in the chart may change and will be issued in an addendum. The chart is based on the total labor dollar amount is of your cost proposal. Example using the chart if your cost proposal is \$100,000 (or less) and your total labor cost for the project is \$80,000 the 10% of the labor cost = \$8000 must be dedicated to Section 3. If for example you hire resident to work = \$4000; Then the other \$4000, can be contributed to the Residents Educational and Training Fund. (*Attachment J*)

There are four (4) ways to meet the Section 3 requirement.

1. We have a resident coordinator to link the residents with the contractor. The coordinator will set up interviews and post notices on the site and provide a list of residents who are interested in the employment opportunity. Residents can be hired on site or in office.
2. The dollar amount can be contributed to an educational program that is established at HACC providing residents with training.
3. There are some companies that meet the Section 3 requirements. They are posted on our website. To comply with this requirement, you can also contract with those Section 3 companies on the project.
4. The contractor can also provide training for a resident.

There are required documents in the back of Attachment J in which contractor must indicate how they will comply with the Sec 3 requirement.

LaTrece Coleman-Stone is the contact person for Section 3 after the contract is awarded.

AD 1.7 504, ADA, Vietnam Veterans Readjustment Assistance Act, Compliance.
To comply with this submission requirement Contractors/Bidders must include a copy of their Non-Discrimination Policy- Equal Opportunity Policy must be submitted. These requirements apply to subcontractors.

AD1.8 Copies of Business Licenses and Contractor’s Licenses must be included in the packet to establish you are a legal entity in Clark County. **This is required with submittal of bid.**

AD1.9 Appendix I – Bid Form (Pg.15-16) – Provide the total per house by the square footage indicated to perform the services indicated in the Scope of Work. You will have to include the total amount of labor costs per house.

AD1.10 This project is funded by the American Recovery & Reinvestment Act (ARRA) – All material must be American made and documentation must be included. Attachment A “Additional Rights & Clauses” provide more detail on the ARRA requirements

AD 1.11 **REF. 3.2 Proposal Format** – Tab #9 Identify the persons within the proposal organization that will have priority responsibility for this account. Include in tab #3. That will tell us who the key person will be as point of contact and so we know who will be responsible.

AD 1.12 General Instructions to Offerors – You do not need to submit this document. (*ATTACHMENT 1*)

AD 1.13 If you have subcontractors that will be working this project, you will have to provide a copy of Attachment E & F and their contract with your proposal. Note: There should be nothing in your contract with your subcontractors that conflict with the contract with the Housing Authority.



- AD 1.14 Confidentiality and proprietary information mean the materials belong to the Housing Authority.
- AD1.15 Proof of insurance must be submitted with your proposal. A document from the Company's insurance company indicating they can meet the insurance level is sufficient. The requirement for the contract is one million dollars (\$1,000,000.00) for General Liability, one million dollars (\$1,000,000.00) for Automobile, and one million dollars (\$1,000,000.00) for Worker's Compensation. Professional Errors and Omissions Liability: \$1,000,000.00 per occurrence.
- At award, the insurance must list SNRHA as the Certificate Holder. These requirements apply to subcontractors. All vehicles driven on site need to be covered under your policy.
- AD 1.16 The first group of (18) homes have been broken into lots to be assigned once this process has been concluded.
- AD 1.17 Certificate of Representation of Offerors – This asks questions about your company that you put together your own independent cost determination. (*ATTACHMENT B*)
- AD 1.18 HUD 5370-c General Conditions for Non-Construction Contracts – This is HUD contract. Read thoroughly. (*ATTACHMENT C*)
- AD 1.19 Certificate of Payments to Influence Federal Transactions – To certify you have not illegally influenced anyone to obtain this contract. (*ATTACHMENT D*)
- AD 1.20 Disclosure of Ownership – We want to know the percentage of ownership in your company. (*ATTACHMENT E*)
- AD 1.21 List of Core Employees – Submit a list of employees working on this project and what they are assigned to. This is also required from subcontractors. (*ATTACHMENT F*)
- AD 1.22 Acknowledgement of Addenda, Amendments, and Attachments (*ATTACHMENT G*) – Note all addendums and notices issued in relation to this QSP; provide the addendum number and date of receipt. All addendums and notices will be posted on the SNRHA (www.haccnv.org) website. It is the Contractor's responsibility to check the website and download any notices or addenda posted and submit with the Bid package. Attached to this addendum are the minutes and bid list. (*QSP Pg. 6, 2.7*)
- AD 1.23 Friday, February 19, 2010, is the last day for questions.
- AD 1.24 I'm not going to be a stickler on the paperwork. If you need an extension on the deadline, request it. If there are enough requestor the HA may extend the deadline.
- AD 1.25 SCOPE OF WORK: Ted Otokiti & Richard Sevigny**
- Page 12 explains how the proposal will be evaluated. There will be a review panel of 4-5 people who will review and grade the package.
 - Page 13 explains what needs to be done. There will be about 51 houses in total. We will be working on 18 houses first.
 - We did not list the square footage of the properties.
 - The houses are bundled by location and type because we have plans for 18 houses which will be posted on the website to be viewed.



- We are looking for auditors to give us a complete specification, to evaluate the properties, give us a recommendation and a complete scope of work that we can take to the county and obtain building permit for the construction. All assessment, testing, and write-ups for all energy efficiency equipment in the unit/house will need to be done.
- Refer to 5.7 – in the Scope of Work Performance Building Specifications must meet SNRHA Requirements using the criteria listed below:
 1. Clark County Codes as enumerated in the "Housing Rehabilitation Specification Manual", adopted by Clark County Community Resources Management Division, Revised 2/2002
 2. The "Home Performance Specifications for Warm Climates, adopted June 2009
 3. Code Inspection Reports for the Neighborhood Stabilization Program, as provided by the Clark County Development Services Department
- We will also give you Clark County inspection reports on each of those houses for code deficiencies. You will need to include the remediation for those code violations in your specs write-up.
- 5.11 – Contractors have the Home Energy Audit rating in accordance with the following national Resnet standard, BPI building analysis standard, and Home Performance specification for warm climates.
- 5.11.4 – Each unit needs to achieve a Resnet rating of 50 within a \$60,000 construction rehab cost.
- We are looking for expertise in determining variable solutions to energy efficiencies.
- On the bid form, we need you to just give us a price for each house according to square footage.
- 5.21 Quality Control activities done by the auditor during the construction process. When writing solutions, you need to determine when we need additional testing to test if the performance of the energy audit recommendation is performing to the manufacturer's specification.
- If you need to see any of the units, give Wanda a call to schedule at time where we can meet you there or give you the access code.
- The Housing Authority will be in charge of inspections for construction. You will be inspecting just the energy efficiency.
- There will be an inspector assigned to each project so most of your communication will be with those inspectors.
- Cost of the job is according to Davis-Bacon Wage Rates.

AD 1.26 ADDITIONAL CLARIFICATION – Ted Otokiti

Clarification of 5.16 – Contractor shall prepare the scope of work and provide specifications for work identified as a result of the assessments conducted that will be used for the purposes of acquiring building permit from the Clark County Building Department. Contractor (Auditor) shall perform quality control activities during construction process. Measured performance reports for various energy efficiency measures of all systems.

AD 1.27 QUESTIONS & ANSWER

Q: Do training and apprenticeship qualify for Section 3?

A: **(W. Beckett) Yes. You can also do a combination. There are forms in ATTACHMENT J where you can show how you will fulfill this requirement.**



- Q: Do you need to be registered as an MBE/WBE or can we just say we are?
A: **(W. Beckett) We do ask for the registration. The Disclosure of Ownership (ATTACHMENT E) asks for certificate number, etc.**
- Q: Is there any organization certifying MBE/WBE who do not qualify?
A: **(W. Beckett) No.**
- Q: Do you perceive any contracts exceeding \$100,000?
A: **(R. Sevigny) I can't answer that because you may be doing more than one house. After you do about 3 jobs for us, we can determine your timing.**
- Q: Are the water staining measures part of this too?
A: **(R. Sevigny) Yes.**
- Q: Non-energy or static issues?
A: **(R. Sevigny) Yes.**
- Q: What if there are more than \$60,000 worth of cosmetics needed?
A: **(R. Sevigny) You don't worry about it. We will juggle that.**
- Q: Can you assume the larger houses are going to take longer as far as time?
A: **(R. Sevigny) The biggest variability is going to be the older homes because they're going to require more solutions. More time will be needed to write the specs.**
- Q: Is the 6/1/10 date the date the money needs to be obligated?
A: **(R. Sevigny) Correct. Meaning the construction contracts need to be written by that day.**
- Q: So you need someone to make a recommendation and come back and test?
A: **(R. Sevigny) Yes. And during construction.**
- Q: If there is a disagreement with what is proposed and the interpretation and the inspector disagrees that it should be done that way, is there a procedure to remedy that?
A: **(T. Otokiti) If there are any changes, you are the energy auditor who would come in to make the recommendation and things like that. It is something that needs to be worked out on the job. (R. Sevigny) If there are things in the process of the job where there are solutions that decrease the costs, you bring in up so we can discuss the provisions to approve.**
- Q: In upcoming houses, will the energy related specs and general ones be separated out?
A: **(T. Otokiti) Yes.**
- Q: Does Davis Bacon apply to us?
A: **(R. Sevigny) No.**
- Q: Will this be reconvened after "X" amount of houses and after seeing how we are doing and you come up with a better idea after that? Putting all good ideas together and maximize the performance?
A: **(T. Otokiti) Yes.**
- Q: Do you have a list of approved contractors?
A: **(W. Beckett) We put it out to bid.**
- Q: Are the contractors to be selected going to be BPI or Resnet certified?
A: **(T. Otokiti) Yes.**
- Q: On page 15, Scope of Services, are you looking for just this page and not the detail?



A: (R. Sevigny) Yes.

Q: Can we put in a figure for additional site visits where the contractor does really badly and you have to go over it?

A: (R. Sevigny) That's 5.21. There's openings there for negotiations.

Q: Are these homes to be sold or rented?

A: (R. Sevigny) Rented.

Q: Will that be public access?

A: (R. Sevigny) Yes. We will have published reports.

END OF ADDENDUM NO. 1



FORM OF BID **REVISED**

TO: SOUTHERN NEVADA REGIONAL HOUSING AUTHORITY
5390 E. FLAMINGO ROAD
LAS VEGAS, NEVADA 89122-5335

PROJECT: Construction Rehab Assessment /Energy Audit QSP # Q10019

1. Submitted By: _____ **Date:** _____

 Print Company Name

Address: _____ Tax ID #: _____

Phone

Fax

Email

2. Having examined the Part V- Scope of Work and all matters referred to in the Instructions to Offerors and Contract Documents prepared by Southern Nevada Regional Housing Authority, for the above and below mentioned project(s), we, the undersigned, hereby offer to enter into a Contract to perform the work for the cost provided below: [*All sums provide are to be in lawful money of the United States of America.]

The total amount per house cost must include all services, labor and materials to perform the services specified within the Part V Scope of Work.	
Provide a total per house cost based on the square footage of the houses below:	
1000 Sq Ft House	Total Amount
	\$
Labor Cost	
1500 Sq Ft House	\$
Labor Cost	
2000 Sq Ft House	\$
Labor Cost	
2500 Sq Ft House	\$
Labor Cost	
3000 Sq Ft House	\$
Labor Cost	
3500 Sq Ft House	\$
Labor Cost	



Revised

3. SNRHA is tax exempt therefore taxes shall not be included in the bid amount.

4. **Acceptance**

Offer(s) shall be open to acceptance and irrevocable for one (1) year from the bid opening date. If bid(s) are accepted by SNRHA within the time period stated above, we will:

- Commence Work upon issuance of SNRHA Purchase Order.

If bid(s) are accepted within the time stated, and we fail to commence the Work or we fail to provide the required documentation. SNRHA shall consider this bid non responsive.

5. **Contract Time**

If this bid is accepted, we will complete the Work in the specified 10 calendar days per house as indicated in the this solicitation.

6. **Verification**

Print Company Name: _____, hereby proposes to perform the work required in the Scope of Work and Specification and complete all items encompassed by the Contract documents and in accordance therewith for the amounts as indicated within this bid form:

Contractor Endorsement:

Tax ID: _____ Date: _____

Signature: _____

(Printed Name)

(Title)

Address: _____ City, State, Zip: _____

Phone No.: _____ Email: _____

The aforementioned company certifies that there has been no collusion in the preparation of this bid, that the prices quoted on the previous page are a bona fide bid from the firm or individual identified below; and that the signatory above is authorized to execute this bid on behalf of the firm or individual.