



ADDENDUM NUMBER ONE
REQUEST FOR PROPOSALS (RFP)
FOR
PROPERTY MAINTENANCE SERVICES
RFP #16-520-01

June 17, 2016

TO ALL PROSPECTIVE RESPONDENTS: PLEASE BE ADVISED OF THE FOLLOWING:

ITEM #1 EXTENSION OF DEADLINE

Please be advised the deadline for receipt of proposals has been extended by two (2) weeks. Proposals must be submitted by **4:00 PM (CST) on Friday, July 8, 2016.**

ITEM #2 QUESTIONS ASKED AT THE PRE-SUBMISSION CONFERENCE HELD ON JUNE 10, 2016

Q1. When providing references in the proposal for most recent projects, can these projects still be ongoing as well as completed projects?

A1. Yes. Please see Item #5, Revision to Submission Information herein.

Q2. Will NORA consider increasing the established fees? Will NORA also consider annual increases on the contract fees?

A2. Yes, please see Item #10, Revision to Cost Proposal Form. NORA will not consider annual increases on the contract fees at this time.

Q3. Is NORA only making awards to low income, and housing residents?

A3. No. NORA will award a contract resulting from this solicitation to the responsible offeror(s) whose offer, conforming to the solicitation, will be most advantageous, price and other technical factors specified considered.

Q4. Will NORA consider the current HUD guidelines for cost?

A4. NORA has reviewed the current HUD cost guidelines for these services. Please see Item #10, Revision to Cost Proposal Form.

Q5. Does the debris removal price include the cost of disposal?

A5. All prices give consideration to the cost of disposal; prices are based on collective volume of debris being disposed.

Q6. Where do you dispose tires?

A6. Tires can be disposed of at Colt Scrap Tire Center, 9300 Old Gentilly Rd. or any other facility that accepts tires.

Q7. Where are the properties located and what is their size?

A7. Properties are located throughout the New Orleans area. The average size of a lot is 35' wide x 90' deep, however the sizes vary.

Q8. Does NORA have a software for the vendors to upload their pictures?

A8. Currently there is no software. Photos must be submitted on a flash drive per the Scope of Services.

Q9. Are all of the properties vacant lots?

A9. The majority of NORA's current inventory consists of vacant lots, with a small number of structures.

Q10. Are all the lots marked on the curb or do the vendors have to mark them?

A10. Most of the properties have been marked on the curb, but NORA expects that the vendor(s) will ensure correctness.

Q11. What is a DBE?

A11. A DBE is a Disadvantaged Business Enterprise is a business entity that is owned and controlled by socially and economically disadvantaged persons who hold at least 51% equity interest in the entity, such that the business entity's ability to compete in the business world has been restricted due to industry practices, limited capital and/or restricted credit opportunities that are beyond its control. DBE is a program that is federally regulated and is required on all federally assisted contracts. NORA has a DBE policy with a 35% goal of participation for all public spending or private projects that utilize public funding or federal dollars.

Q12. How do you submit Section 3 documents as a part of your proposal submittal?

A12. When submitting the Section 3 documents with your proposal:

- Complete top portion of Revised Exhibit A, Section 3 Plan – Certification
- Complete A. Section 3 Business Concern Certification checking 1, 2, 3, 4 or all that apply.
- Complete Exhibits C-G, as applicable.

Q13. Do you have to submit Section 3 documents monthly?

A13. Yes. Upon award, you will submit Exhibit A only once after the execution of the contract. Afterwards, Exhibits C-G will be submitted monthly if they are applicable.

Q14. Can you be certified by HANO as a Section 3 business?

A14. Yes. You may apply for Section 3 certification through HANO by going to their website at: http://www.hano.org/business/dbe_section_3.aspx

Q15. Are you required to have at least one job fair?

A15. No. That is not a requirement. A job fair is one of the actions that could be considered as a good faith effort for purposes of complying with Section 3. Please refer to Exhibit F.

ITEM #3 MODIFICATION TO INSTRUCTIONS

On page 2, under Instructions, delete (b) and replace with the following:

- b) One signed proposal as an electronic PDF file, marked "***Property Maintenance Services***". This electronic copy may be submitted on a jump drive with the hard copies or via email by the Submission Deadline. **Both the electronic copy and the five (5) hard copies must be submitted by the deadline of Friday, July 8, 2016 by 4:00 PM, (CDT) in order to be considered responsive.**

ITEM #4 MODIFICATION TO INSURANCE REQUIREMENTS

1. On Page 5-6 under Insurance: 1. Requirements, delete b. Types and Amounts and replace with the following:

- a. Types and Amounts
 - (1) WORKERS' COMPENSATION:
 - (a) State Act - Louisiana Statutory Requirements; Other States coverage;
 - (b) Employer's Liability coverage with a minimal acceptable limit of not less than \$500,000/\$500,000/\$500,000.
 - (2) GENERAL LIABILITY:
 - (a) Commercial General Liability Form CG 00 01, or pre-approved alternative; with a minimal acceptable limit of not less than \$500,000 per occurrence; \$500,000 aggregate.
 - (b) Use Form CG 2010 **and** CG 2037;
 - (c) The insurance shall cover liability arising from independent contractors and liability assumed under an insured contract.

Note: *The General Liability policy shall not exclude any standardized coverage included in the required basic form or limit Contractual Coverage's for the services in any way that would prohibit or limit the reporting of any claim or suit and the subsequent defense and indemnity there for which would normally be provided by the policy.*

- (3) COMMERCIAL AUTO:
 - (a) Minimal acceptable limit of not less than \$500,000 Combined Single Limits for bodily injury and property damage;
 - (b) Liability coverage to be provided for Any Auto **or** All Owned Autos **and** Hired and Non Owned Autos;
 - (c) Policy to include the Broad Form Transportation Pollution Form CA 99 48, or most current form available.

2. **Delete Attachment E, Certificate of Insurance Coverage and replace with the attached Revised Attachment E.**

ITEM #5 REVISED SUBMISSION INFORMATION

1. **On Page 21 under Submission Information, delete 3. Staff Qualifications and replace with the following:**

3. **Staffing and Capacity**

The proposer should provide a complete staffing plan to include a list of all employees who will perform services under the contract. The plan should include the name and position of each employee. If the position has not yet been filled, please include that information.

The proposer should also provide a complete listing and description of all vehicles and equipment that will be available for use in the performance of the contract.

2. **On Page 21 under Submission Information, delete 4. References and replace with the following:**

4. **References**

Provide a list of at least three (3) references for the most relevant recently completed or current/ongoing contracts that directly relate to the scope of services to be offered by the firm. Include reference company name, address, contact name and title, phone number, email address, and description of the services provided.

ITEM #6 SUBMISSION CHECKLIST

Please see attached submission checklist.

ITEM #7 REMOVAL OF PERFORMANCE BOND REQUIREMENT

On Page 8, delete 18. Performance Bond Requirement

Item #8 SIGN-IN SHEET FROM PRE-SUBMISSION CONFERENCE HELD JUNE 10, 2016

See attached.

ITEM #9 REVISION TO TERMS AND CONDITIONS

1. **On Page 10, delete 4. Terms and Conditions and replace with the following:**

4. **TERMS AND CONDITIONS**

Attachment A-1 Required Contract Provisions and CDBG Compliance Provisions
Attachment A-2 Workforce Roster

ITEM #10 REVISION TO COST PROPOSAL FORM

See attached revised Attachment B, Cost Proposal Form.

ITEM #11 REVISION TO SCOPE OF SERVICES

On Page 12, 2. Property Maintenance – Operations, B. 3. Photographic Documentation, add the following:

- 3. Photographic Documentation
 - d. Contractor shall take at least one before picture.

On Page 15, 3. RELATED REQUIREMENTS, J. Records and Reports, add the following:

- 4. Each employee performing work under the contract must be paid a minimum wage of \$10.55/hour in accordance with the City of New Orleans' Living Wage Ordinance, effective January 1, 2016.

ITEM #12 QUESTIONS RECEIVED IN WRITING

Q1. In reviewing the proposal documents, it appears that the "NORA ESTABLISHED COST DATA" pricing appears to be below the current market rates. Will NORA revise these costs (particularly the routine maintenance; and partial/perimeter costs) before proposal submission time?

A1. The Routine Maintenance Cut fee has been revised. The Partial/Perimeter Cut/Trim has been removed from the cost schedule. Please see Item #10, Revision to Cost Proposal Form.

Q2. The new contract agreements could last as long as four (4)-years. Will NORA adjust the rates yearly for cost of living increases?

A2. NORA will not consider annual increases on the contract fees at this time.

ITEM #13 REVISION TO EVALUATION AND SELECTION

Delete:

25% *Staff Qualifications:* Performance history, including, without limitation, competency, responsiveness, cost control, work quality and the ability to meet schedules and deadlines;

Replace with the following:

25% *Staffing Plan and Capacity:* The degree to which the Proposer's proposed staff, vehicles and equipment are sufficient to perform satisfactorily to meet schedules and deadlines;

PLEASE NOTE: All revisions in this Addendum shall be considered as included in the original Request for Proposals and shall take precedence over any part of the solicitation in conflict therewith.

New Orleans Redevelopment Authority (NORA)

Request for Proposals

RFP #16-520-01

Property Maintenance Services

Issue Date: Friday, May 27, 2016

Deadline: Friday, June 24, 2016

Revised Attachment E

CERTIFICATE OF INSURANCE COVERAGE

**Application Submitted By
(Name of Firm):**

Name of Surety Company:

Name of Surety Agent:

Surety Agent's Phone:

The below signed hereby certifies the following information to be true and correct.

Type of Coverage/ Minimum Required Limits	Policy or Binder #	Actual Limits	Expiration Date
Commercial General Liability/ \$500,000 Occurrence; \$5000,000 Aggregate			
Worker's Compensation: Employer's Liability coverage with a minimal acceptable limit of not less than \$500,000/\$500,000/\$500,000			
Commercial Auto: Minimal acceptable limit of not less than \$500,000 Combined Single Limits for bodily injury and property damage;			

Check the appropriate box(es) below:

- Limits on above policy will be increased
- Above policy now in effect
- Policy will be obtained before contract signed

The following additional clauses shall be considered a part of the above policy(s), the same as if specifically written therein, as pertains to the above stated contract.

- I. The Executive Director and New Orleans Redevelopment Authority (NORA) are hereby named as Additional Insured.

2. The Policy(s) cannot be reduced or canceled without at least forty-five (45) days prior written notice to NORA.
3. The insurance company is prohibited from pleading government function in the absence of any specified written authority from NORA.
4. The Policy(s) will automatically include and cover all phases of work, equipment, persons, et cetera, which are normally covered while performing work under the above contract, whether specifically written therein or not.

NORA is hereby granted authority to contact the agency directly to confirm information or obtain copies of certificates of insurance. NORA bears no responsibility for premiums or other cost of insurance. If policy(s) is not currently in effect, it will be written immediately upon notice of award, and a copy of binder or certificate will be sent directly to NORA. A properly executed copy of this document shall be legally binding as a Carrier Certificate of Insurance Form.

Authorized Agent's Signature

Date

**New Orleans Redevelopment Authority (NORA)
Request for Proposals
RFP #16-520-01**

**Property Maintenance Services
Issue Date: Friday, May 27, 2016
Deadline: Friday, June 24, 2016**

SUBMISSION CHECKLIST

The Index of Submittal Documents is provided to assist in completing a responsive submittal. The Index of Documents contains a listing of all required submittal items.

Please review this table, and submit with your proposal all documents listed. Documents that are checked "Signature Required" must be properly executed. Documents that are checked "Notary/Corporate Seal Required" must be notarized and/or have a corporate seal affixed.

INDEX OF DOCUMENTS		
DOCUMENT	SIGNATURE REQUIRED	NOTARY/CORPORATE SEAL REQUIRED
RESPONDENT'S WRITTEN PROPOSAL Executive Summary Company Background/Experience Staffing and Capacity (via Addendum #1) References (Revised via Addendum #1)		
ECONOMIC OPPORTUNITIES DBE Participation Form (Attachment G) Section 3 Plan (Exhibit A – Revised via Addendum #1 and Exhibits B-F, as applicable)	√	
COST PROPOSAL FORM (ATTACHMENT B) REVISED VIA ADDENDUM #1	√	
CERTIFICATE OF INSURANCE COVERAGE (ATTACHMENT E) REVISED VIA ADDENDUM #1	√	
CONFLICT OF INTEREST DISCLOSURE AFFIDAVIT (ATTACHMENT F)	√	√

NOTE: ALL DOCUMENTS MUST BE SUBMITTED WITH THE PROPOSAL PACKAGE.

BOTH THE ELECTRONIC COPY AND THE FIVE (5) HARD COPIES MUST BE SUBMITTED BY THE DEADLINE OF FRIDAY, JULY 8, 2016 BY 4:00 PM, (CDT) IN ORDER TO BE CONSIDERED RESPONSIVE.

REVISED EXHIBIT A: Section 3 PLAN - Certification
COMPLETE IN INK

Business Name: _____ Tax ID No. _____

Business Address: _____

Project Name: _____

I understand that the Grantee is relying on the information provided on this form to determine how the Contractor providing services meets, or will meet the requirements of US Regulation 24 CFR 135 (Section 3). With that in mind, I certify that the information provided by me above is truthful, accurate and complete.

By: _____ **Signature** Owner _____
Printed Title

Printed Name Date

A. Section 3 Business Concern Certification:

Section 3 Business Concern Criteria	Check All that Apply
<p>1. Company Ownership: At least 51% of our company is <i>owned</i> by Public Housing Residents or Low-Income people per the table in Exhibit B. <i>If so, check box and complete the table in Exhibit C listing each of the owners of the company printed on company letterhead and certified by the company secretary.</i></p>	
<p>2. Company Workforce: At least 30% of the <i>full time employees currently working</i> for the business are:</p> <ul style="list-style-type: none"> o Currently Public Housing (HANO or other Local Housing Authority) residents, or within three years of the date of first employment with the business concern were Public Housing (HANO or other Local Housing Authority) residents; or o Individuals who reside in the New Orleans Metropolitan area¹ who meet the definition of low-income or very low-income person (see current income limits attached as Exhibit B) <p><i>If either is applicable, check box. You will be required to provide the following evidence of Section 3 Status prior to Contract Award:</i></p> <ol style="list-style-type: none"> 1. Send memo to project owner providing the total number of permanent, full-time workers employed by the company as well as the number of those workers that qualify as Section 3. 2. Submit one copy of Exhibit D, Individual Certification completed for each employee who can be certified as Section 3, i.e. is a resident of Public Housing. OWNER will accept a list of employees who have been certified as Section 3 by the Housing Authority of New Orleans. 	
<p>3. Subcontracting: We shall demonstrate Good Faith Efforts for complying with Section 3 by committing to award at least 25% of the amount of all subcontracts to business concerns that meet the qualifications set forth in items (1) and (2) above. <i>If so, check box and complete the table in Exhibit E</i> Note: If contractor is unable to meet 25% threshold, they must describe Good Faith Efforts they made to identify and engage with Section 3 Subcontractors as described in Exhibit F.</p> <p>Contractor must also complete the New Hire Tracking Sheet Exhibit G on a monthly basis.</p>	
<p>4. New Hires: We shall demonstrate good faith efforts for complying with Section 3 by committing to employ section 3 residents as 30 percent of the aggregate number of new hires for one year period beginning with the execution of the Contract that is subject of this RFP/RFQ/Bid.</p> <p>Contractor must complete the New Hire Tracking Sheet Exhibit G on a monthly basis.</p>	

¹ The New Orleans metropolitan area includes the following Louisiana Parishes: Jefferson, Orleans, Plaquemines, St. Bernard, St. Charles, St. John the Baptist and St. Tammany.

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Attachment B

REVISED COST PROPOSAL FORM

Respondent Business Name: _____ Tax ID No. _____

Business Address: _____

Business Phone: _____ Business E-mail Address: _____

The Respondent proposes to perform or satisfy all specification requirements for the unit price(s) indicated below.

By: _____
Signature Printed Title

Printed Name Date

A. NORA ESTABLISHED COST SCHEDULE

By responding to this solicitation, the respondent is agreeing to the established NORA standard fee schedule below.

Property Maintenance Task	Cost/Unit	Notes
Cut Types	-	
<i>Initial Cut</i>	\$175/lot	See definition
<i>Heavy Duty Cut</i>	\$100/lot	See definition
<i>Routine Maintenance Cut</i>	\$30/lot	See definition
Debris Removal	-	
<i>General</i>	\$19/cu. yd.	
<i>Tires</i>	\$6/each	
<i>White Goods</i>	\$29/each	
Window Boarding	\$34/window	See definition
2" x 4" Board Reinforcements	\$14/opening	
Fence Repair	\$26/linear foot	

Initial Cut: Includes no more than four (4) cubic yards of debris, three (3) tires. Additional debris (including tires and white goods) must be billed in accordance with the schedule of fees. Initial cuts also include mechanical weeding up to reasonable residential standards.

Heavy Duty Cut: Includes scheduled mowing which occurs less frequently than routine maintenance, yet does not generate debris in excess of an initial cut.

Routine Cut: Includes no more than two (2) cubic yards of debris, three (3) tires. Additional debris (including tires and white goods) must be billed in accordance with the schedule of fees. Routine cuts also include mechanical weeding up to reasonable residential standards.

Window Boarding: NORA will identify each specific structure opening that is to be boarded, and will not compensate the firm for any boarded openings not included in the work order. 5/8" plywood and no less than 2" screws must be used in all boarding.

2016 PROPERTY MAINTENANCE RFP-INFORMATIONAL MEETING

Meeting Date:	6/10/2016
Facilitator: Property Disposition	NORA CONFERENCE RM.
	Place/Room: A,B

Name	Title	Company	Phone	E-Mail
David Lightfoot	owner	Accent Lotion Care Services	985-893-1928	accentlawn1@aol.com
Brenda James	Sales Mgr	Heli Staffing	(504) 465-2004	brenda.holiservices@gmail.com
Russell Frank	Owner	RE NEW ORLEANS Property Management LLC	504 296 7487	RENewOrleansproperty@yahoo.com
Marty FIELDS	Manager	Construction Management Enterprises LLC	504 419-2360	LMFO1NO@gmail.com
Chase Sims	Manager	H2O Investment	(225) 855-573	chases@handolle.com
Burwell Mohr	Field Rep Manager	Metro Group	(504) 450-7979 (cell)	bamuel@aol.com
Brian Clark	Manager	Super Shine Lawn	723-9506	supershineperverna.hris.com
Asha Durr	rep	P3	504 810 6317	p3preparation@gmail
Dawn Roberts	OWNER	Top Choice	504 6386794	topchoicep3@yahoo.com
Blake Rasmussen	Sales/Marketing	Garden Doctors	504 818-2626	blake@gardendoctors.net
Tony Wathel	owner	Tony's Lawn Care	504 717-8200	twatf@cox.net
Ann Dison	owner	Acacia	704 216-5172	ann.dison@acacia.com
Frank A. Hill	OWNER	Acacia	504-228-1920	
Joseph McManis	owner	FTI	504-247-2835	Tygrand's receiving@gmail.com
Patrick Oriano	owner	O'Ilone	504-413-8116	pdillone339@yahoo.com
SAM TURNER	OWNER	BLAIR ORATORY	(917) 306 6034	SAMTURNER1011@GMAIL.COM
NAT TURNER	"	"	(418) 415 0810	NATTURNERNORA@GMAIL.COM

