

REQUEST FOR PROPOSALS (RFP)

For

**STRUCTURAL ENGINEERING INSPECTION
SERVICES**

for

Housing Authority of St. Louis County
Ms. Susan Rollins, Executive Director

8865 Natural Bridge
St. Louis, MO 63121

August 21, 2019

REQUEST FOR PROPOSALS
FOR STRUCTURAL ENGINEERING INSPECTION SERVICES

The Housing Authority of St. Louis County (HASLC), 8865 Natural Bridge, St. Louis, MO 63121, is soliciting proposals for Structural Engineering Inspection Services for three multifamily buildings in the City of Wellston, see property description below. Written responses to this invitation must be submitted to the office of the Housing Authority of St. Louis County at the above address no later than 3:00pm on September 4th, 2019. To request the complete Request for Proposals package or for questions, contact Janie Ashwill by email at jashwill@haslc.com.

Engineers or Firms interested must respond with a proposal (six color copies and one electronic PDF copy, including any brochures) demonstrating their understanding of the work, evidence of the Firm's ability to perform the work, profiles of the Engineer(s) or the Firms principal(s), staff, and facilities.

The Engineer or Firm must submit evidence with their proposal that the Engineer(s) and Firm are Registered in the State of Missouri, licensed to perform the required services as listed in the Request for Proposal in the State of Missouri, and a Certified statement that the Engineer or Firm is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State, or Local Agency.

The selection of an Engineer or Firm will be in accordance with the Competitive Proposal Process as required by HUD Handbook 7460.8 – Rev 2 - Section 7.2.

The successful Engineer or Firm will be required to provide Certificates of Insurance showing the following insurance is in force: Worker's Compensation in accordance with Missouri state laws; Commercial General Liability, Automobile Liability, and Professional Liability.

The Housing Authority of St. Louis County reserves the right to reject any or all proposals and to waive any formalities in the proposal. No proposal may be withdrawn for a period of sixty (60) days following the date of submission of this RFP, without the consent of the Housing Authority of St. Louis County.

PROPERTY DESCRIPTION:

1527 - 1547 Wellston Place (Senior Apartments/Building)
47 units
Two level apartment building with exterior entrances
Full basement
Community room with elevator

1532 - 1544 Wellston Place (Family Apartments/Building)
16 units
Two level apartment building with exterior entrances
Full basement
Exterior wooden decks

6210 - 6222 Lotus (Lotus Apartments)
12 units
Same construction as "Family Apartments"

The Housing Authority of St. Louis County does not discriminate based on race, color, religion, sex, national origin, age, or handicap (including visual and hearing impaired) status.

Susan Rollins, Executive Director
Housing Authority of St. Louis County

The Housing Authority of St. Louis County is an Equal Opportunity Employer.

REQUEST FOR PROPOSALS (RFP) FOR STRUCTURAL ENGINEERING INSPECTION SERVICES

The Housing Authority of St. Louis County is seeking proposals from structural engineering companies to perform a structural inspection on three multifamily buildings, see description of property below. A representative of the housing authority will accompany the selected engineering company during the on-site inspection.

SCOPE OF WORK:

1. HASLC is requesting structural engineering inspection services on three multifamily properties to include, but are not limited to, the following:

Senior Building

Inspect all structural components of the building to include exterior walkways and support structures, roof structure to include sheathing, fascia, soffit, and roof structural components (trusses/joists), basements and support structures/columns/beams, foundations, footings, brick façade, and all other associated structural components associated with the building.

Family Building

Inspect all structural components of the building to include exterior walkways and support structures, exterior wooden decks, roof structure to include sheathing, fascia, soffit, and roof structural components (trusses/joists), foundations, footings, brick façade, and all other associated structural components associated with the building.

Lotus Building

Inspect all structural components of the building to include exterior walkways and support structures, exterior wooden decks, roof structure to include sheathing, fascia, soffit, and roof structural components (trusses/joists), basements and support structures/columns/beams, foundations, footings, brick façade, and all other associated structural components associated with the building.

2. It will be incumbent upon the Engineering Firm selected to ensure that all services are performed using prudent engineering practices in accordance with the most current and applicable codes and regulations and any other applicable standards.
3. Due to the urgency of the inspection, the Engineering Firm will have two weeks to perform the inspections and submit their report from the time the notice to proceed is given.
4. All work shall be done between the hours of 9 am to 5 pm Monday through Friday. Any work outside of these hours and days must receive prior approval from the HASLC.
5. The report shall include an overview of the work performed, specific findings for each property, a detailed description of any structural issues and/or health and safety violations,

and a summary of the overall project conclusions. A cover letter outlining the firms qualifications, and a high-level summary of the findings and conclusion, signed by a principal of the firm should also be provided

6. HUD 5369-B and Table 5.1 Mandatory Clauses are required forms in the terms of the contract.

Qualifications

7. The Engineering Firm shall be experienced in all aspects of structural design and inspection. The Firm shall be comprised of engineers, inspectors and/or any other appropriate personnel registered and/or licensed to do work in the State of Missouri. Any engineer involved with the on-site inspection must have a current professional engineering license in the State of Missouri.

PROPOSAL FORMAT

- A. Six color copies and one electronic PDF copy of the Proposal must be submitted to:

**Ms. Janie Ashwill
Housing Authority of St. Louis County
Procurement Department
8865 Natural Bridge
St. Louis, MO 63121**

No later than 3:00 pm on September 4th, 2019.

For additional information, contact Janie Ashwill by email at jashwill@haslc.com.

- B. HASLC reserves the right to waive any informalities and to request additional information deemed necessary for a full and thorough evaluation.

RESPONSES WILL BE EVALUATED IN ACCORDANCE WITH THE FOLLOWING CRITERIA:

1. **Completeness of Response (Pass/Fail)**
 - a. Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete, be rated a Fail in the Evaluation Criteria and will receive no further consideration.
2. **Qualifications & Experience (30 points)**
 - a. Evidence of the Engineering Firm's ability to perform the work, as indicated by profiles of the principal(s) and its staff's professional and technical competence and experience

3. Organization & Approach (30 points)

- a. Describes familiarity of project and demonstrates understanding of work to be completed
- b. Roles and Organization of Proposed Team
 - i. Proposes adequate and appropriate disciplines of project team.
 - ii. Some or all of team members have previously worked together on similar project(s).
- c. Project and Management Approach
 - i. Team is managed by an individual with appropriate experience in similar projects. This person's time is appropriately committed to the project.
 - ii. Project team and management approach responds to project issues. Team structure provides adequate capability to perform both volume and quality of needed work within project schedule.

4. Price of work proposed (40 points)

5. Licensing (Pass/Fail)

- a. Evidence that the Engineer(s) and Firm are currently registered or licensed in the State of Missouri

6. Insurance (Pass/Fail)

- a. Evidence that the Engineering Firm meets the above insurance requirements