

Harrisonburg Redevelopment and Housing Authority
REQUEST FOR PROPOSALS
Storm Water Management Repair at Commerce Village
July 5, 2023

A. Introduction

The Authority is soliciting proposals from qualified firms to provide for planting of (4) four river birch trees, removal of turf cover and installation of mulch on the bioretention bed and mulch around an inlet that has bare soil at Commerce village, 21 Elon Rhodes Lane, Harrisonburg, Virginia. Offerors submitting proposals to the RFP must not be debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local Agency.

Proposals in response to this RFP are due no later than 12:00 noon (Eastern Standard Time) on **August 15, 2023**. Proposals may be mailed or emailed, and should be addressed as follows:

By Email

To: Duane Bontrager
dbontrager@harrisonburgrha.com
Subject: PROPOSAL: Storm water management repair at Commerce Village

By mail

To: HRHA Attn: Duane Bontrager
PO Box 1071
Harrisonburg, Va 22803

Questions regarding this RFP should be directed prior to **August 12, 2023** to Duane Bontrager, Facilities, by email (dbontrager@harrisonburgrha.com) or fax (540-432-1113).

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP AT THE OFFICES OF HARRISONBURG REDEVELOPMENT AND HOUSING AUTHORITY ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. HRHA WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE UNITED STATES MAIL DELIVERY OR CAUSED BY ANY OTHER OCCURRENCE. NO FACSIMILIES WILL BE ACCEPTED.

HRHA reserves the right to reject any and all proposals.

B. Background

HRHA serves residents of the City of Harrisonburg by providing affordable housing for low-income families, including seniors and disabled individuals. The agency's mission and philosophy is:

HRHA, 286 Kelley St, Harrisonburg, VA 22802
(540) 434-7386 fax (540) 432-1113 dbontrager@harrisonburgrha.com
Equal Opportunity Employer
Drug-Free and Tobacco-Free Workplace

To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination; and to foster redevelopment of blighted areas to ensure the economic, social and housing vitality of our community.

Philosophy

To treat all individuals with respect and dignity, to base all decisions on rational and provable data and to operate with efficiency in the delivery of all services.

The Harrisonburg Redevelopment and Housing Authority ("the Authority") is a political subdivision of the Commonwealth of Virginia created pursuant to Title 36 of the Code of Virginia. An election was held in accordance with the Act on November 8, 1955, at which a majority of the qualified voters of the City voting in such election approved the need for a Redevelopment and Housing Authority to be activated in the City. The Authority was duly organized on November 29, 1955, and has been in operation since that date without interruption.

The Harrisonburg Redevelopment and Housing Authority operates under state enabling legislation and federal housing regulations of the Department of Housing and Urban Development (HUD). The Authority manages 284 affordable housing units and administers 964 Housing Vouchers. It employs 28 individuals and operates on an annual budget of approximately \$10.25 million.

C. Solicitation

The Authority is soliciting proposals from qualified firms to provide the following services.

Procure, deliver, plant and maintain through a guaranteed period, four (4) river birch trees in the retention pond, shown on the attached site plan.

Removal of turf cover and installation of 3" of mulch on the bio retention bed (see attached site plan) OR removal of non-native species and weeds and replace with native species or seed for a consistent ground cover. (HRHA will provide irrigation after seeds have been installed.) Attached site plan shows location of the retention pond

Mulch around one of the inlets (see attached photo)

Work is to be done at our Commerce Village property located at, 21 Elon Rhodes Lane, Harrisonburg, VA.

Work is to be completed before September 30, 2023

D. Scope of Work

Contractor must carry out all work according to the following specifications.

1. General Conditions

- (a) Signs and Barriers: Contractor shall sign and block off work areas from vehicular and pedestrian traffic while conducting work and remove temporary signs and barriers as soon as work is completed.
- (b) Description of future maintenance requirements for the trees to be included with the proposal.
- (c) Insurance requirements are **general liability** and **worker's compensations** on all employees and personnel working on jobsite.
- (d) All removed items and debris resulting from planting is to be removed from the site and disposed of safely and legally by the contractor.
- (e) Contractor to comply with all OSHA standards.
- (f) Miss Utility: Contractor shall be responsible for notification to Miss Utility (Call 811 or 1-800-552-7001) for location of public utility service lines before digging. Contractor shall pay for all repairs, restoration and damages resulting from failure to fulfill proper notification requirements.
- (g) It is the policy of Harrisonburg Redevelopment and Housing Authority, hereinafter referred to as "HRHA" that no Employee, Resident, Contractor or Visitor may smoke or use tobacco on any HRHA property.
- (h) After contracts have been awarded, the Contractor must contact the Facilities and Construction Manager, Duane Bontrager to set-up a meeting to review final site requirements. At this meeting the Contractor will receive specific instructions, and must provide a list of contact persons and telephone numbers, as well as a Certificate of Insurance and a completed W-9 form.
- (f) All work is to be scheduled at least five (5) days in advance and coordinated through:
Duane Bontrager
Facilities Manager
(540) 434-7386 ext. 225
(540) 271-4244 cell
dbontrager@harrisonburgrha.com

2. Products and Planting:

- (a) Trees specified by the engineer are River birch or equivalent. final approval is required from Harrisonburg Redevelopment and Housing Authority (HRHA).
- (b) Plant material shall be vigorous, healthy plants free of disease and pests with well-balanced and thickly developed root systems.
- (c) The trees will be guaranteed for one year. Contractor will replace all trees planted by the Contractor that are found to be dead or dying by HRHA during the final month of the last year.
- (d) Trees shall be staked and wrapped.

E. Evaluation of Proposals

Proposals will be evaluated and the contract awarded in accordance with U.S. Department of Housing and Urban Development procurement regulations, the “Procurement of Professional Services” provisions of the Virginia Public Procurement Act (Section 11-35 ff. of the Code of Virginia of 1950) and the Purchasing Policy of the Housing Authority (available on our website www.harrisonburgrha.com). Any firm, which has the capability to perform these services and desires to be considered for selection is invited to submit a proposal, which responds to the following evaluation factors and additional requirements of this RFP:

1. Evaluation Factors

	<u>EVALUATION FACTOR</u>	<u>POINTS</u>
a.	Demonstrated expertise and experience in landscape design, tree planting and tree care	30
b.	Detailed work plan of proposed analysis to include tree specification and maintenance	30
c.	Cost of trees and installation.	20
d.	Proposal implementation schedule, project timeline, and ability to meet the proposed deadline	15
e.	MBE Participation	<u>5</u>
	TOTAL POSSIBLE POINTS	100