

**CITY OF RANCHO MIRAGE HOUSING AUTHORITY**

**69825 HIGHWAY 111  
RANCHO MIRAGE, CA 92270  
(760) 324-4511**

**ADDENDUM TO  
REQUEST FOR PROPOSALS  
FOR  
PARKVIEW VILLAS CONSTRUCTION SERVICES**

**ISSUED:  
MAY 13, 2014**

**PURPOSE:**

This Addendum (“Addendum”) is being issued to provide supplemental information and in some instances, information that may replace that which is contained in the City of Rancho Mirage Housing Authority Request for Proposals for Parkview Villas Construction Services, issued May 2, 2014 (“RFP”).

Additionally, subsequent to the issuance of the RFP, a prospective bidder or bidders submitted a number of questions requesting further details regarding the RFP. Included below are said questions and answers thereto, all of which shall be made part of the RFP by inclusion into this Addendum.

**GENERAL INSTRUCTIONS:**

This Addendum constitutes an integral part of the RFP and shall be read in conjunction with the RFP. Where inconsistent with the RFP, this Addendum shall govern. It is the responsibility of all respondents to the RFP to conform to this Addendum. Unless specifically changed herein, all other requirements, terms and conditions of the RFP remain unchanged. All respondents shall acknowledge receipt of this Addendum by signing the form that is attached hereto as Exhibit “A.” All terms capitalized herein shall have the same meaning ascribed to them in the RFP.

**ANNOUNCEMENT:**

The ANNOUNCEMENT section of the RFP is hereby modified and shall henceforth read as follows:

The City of Rancho Mirage Housing Authority (“Housing Authority”) invites proposals from qualified, competent, knowledgeable, and experienced construction companies that will provide full-service construction services and administer the duties and responsibilities set forth in this Request for Proposals (“RFP”) at Parkview Villas located at 71-740 San Jacinto Drive in Rancho Mirage, California, the Site Plan for which is attached hereto and incorporated herein by this reference as Exhibit “B,” in compliance with all applicable laws, regulations, policies and procedures. Firms submitting proposals must be prepared to immediately enter into a contract (“Agreement”) for the services and duties as set forth in this RFP. Parkview Villas is an 82-unit housing complex comprised of 41 one-bedroom units and 41 two-bedroom units, which range in size from approximately 875 square feet to 990 square feet. There are 16 residential buildings and a Clubhouse.

**PROPOSAL FORMAT AND CONTENT:**

The following subsections of the PROPOSAL FORMAT AND CONTENT section of the RFP are hereby modified and shall henceforth read as follows:

- C. Qualifications, Related Experience and References

1. This section shall establish the ability of the proposer to satisfy all aspects of the required work with current or recently completed construction services work, similar to the work required in this RFP.
2. Background information of the proposer, including the date of founding, legal form, number and location of offices, number of employees, days and hours of operation and any other pertinent information.
3. Disclose any conditions (e.g., bankruptcy, pending litigation, planned office closures, mergers) and organizational conflicts of interest that may affect the ability of the proposer to perform the required duties.
4. Certify that the proposer is not debarred, suspended or otherwise declared ineligible to contract with any other federal, state or local public agency.
5. Provide a list of business clients to which you or your company is currently providing, or has recently provided, construction services similar to those required in this RFP. Include company names, beginning/end dates of contracts, and names, titles and telephone numbers the Housing Authority can contact as references for you or your company.

D. Proposed Staffing and Project Organization

1. Discuss the staffing who would be assigned to work on the Housing Authority's project.
2. Identify the key personnel that would be assigned to the project, in hours per week. Include a brief description of their qualifications and experience in performing the type of work being assigned.
3. Designate an administrator who would serve as a day-to-day contact for the Housing Authority.
4. Provide necessary organizational chart, if any, of the company as it relates to this RFP.

E. Work Plan / Technical Approach

1. Establish the proposer's understanding of the Housing Authority's objectives and requirements, demonstrate the proper ability to meet those objectives and requirements, and clearly identify the method (plan) of accomplishing the described work.

2. Describe what information, documentation or staff assistance from the Housing Authority you or your company would request from the Housing Authority in order to complete the work described.

F. Cost and Price

1. This section shall disclose all charges to be assessed the Housing Authority for the required services and declare the proposer's preferences for method and timing of payment.
2. Quote a total price for completing all services; include all costs associated with the operating budget, including all construction service fees.

G. Appendices

Furnish as appendices, supporting documentation as requested, such as staff resumes.

**AWARD OF CONTRACT:**

The AWARD OF CONTRACT section of the RFP is hereby modified and shall henceforth read as follows:

Following a review of the proposals, the Housing Authority shall determine whether to award the contract or to reject all proposals. The award of contract, if made, shall be to the lowest responsible and responsive bidder as determined solely by the Housing Authority. At the time of contract award, the successful bidder shall hold a current and active Class B Contractor's License or all applicable Class C Contractor's Licenses issued by the State of California, as required to perform the work. Additionally, the Housing Authority reserves the right to reject any or all proposals, and to accept any bid or portion thereof, to waive any irregularity, all as may be required to provide for the best interests of the Housing Authority. In no event will an award be made until all necessary investigations are made as to the responsibility and qualifications of the bidder to whom the award is contemplated.

**QUESTIONS AND ANSWERS:**

Question 1: Where and to whom to send proposals?

Answer: Per Page 1 of the RFP, must be sent to:

City of Rancho Mirage Housing Authority  
Attn: Sean Smith, Housing Manager  
69825 Highway 111  
Rancho Mirage, California 92270

Question 2: Estimated budget for the project?

Answer: There is no estimated budget for the project.

Question 3: Is this a prevailing wage project?

Answer: No.

Question 4: Is there any job-walk date for this project?

Answer: No, contact Sean Smith to schedule an inspection.

Question 5: Do you have quantities for all signs and lighting fixtures?

Answer: 164 decorative front and back patio fixtures; 70 carport and garage flood lights; 2 pool flood lights.

Question 6: Do you have the specification for signs, lighting fixtures, paint, flashing and parking stops? If not, do we simply match to existing?

Answer: Match existing for signs and flashing. New decorative light fixtures and new four-color paint scheme as recommended by the bidder. No current parking stops, need 95.

Question 7: How many coats of painting do you require (i.e. 1 primer coat and 2 finish coats)?

Answer: Whichever is appropriate – provide quotes for both, along with justification for preferred option.

Question 8: What is the duration of construction?

Answer: Two months to be called out in contract, but expected to take less time.

Question 9: Do you have plans or as-built for this project?

Answer: Just the Site Plan (see Exhibit “B”).

Question 10: How do we decide which flashing needs to be replaced?

Answer: Based upon inspection.

Question 11: Is there a plan holders list?

Answer: A list of all inquiries is maintained; unfortunately, there is no means to track internet downloads for this project.

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**EXHIBIT "A"**

**ADDENDUM RECEIPT  
ACKNOWLEDGEMENT FORM**

By signing this form, I hereby acknowledge receipt of the Addendum dated May 13, 2014 ("Addendum") to the City of Rancho Mirage Housing Authority's Request for Proposals for Parkview Villas Construction Services, issued May 2, 2014 ("RFP"). I agree to include this signed instrument as part of any proposal package submitted in response to the RFP and Addendum.

\_\_\_\_\_

By:

\_\_\_\_\_

Title:

Date: \_\_\_\_\_, 2014

**EXHIBIT "B"**  
**SITE PLAN**  
**SEE ATTACHED**

