

Request for Proposal

Housing Department Modernization, Rehabilitation, Repairs,
Maintenance and Electrical Services - Federally Funded

Pre-Offer Conference

Via WebEx

April 23, 2024, 10:00 a.m.



RFP Timeline

Written Inquiries Due

April 26, 2024, 2:00 pm

Deadline for Submittals

May 10, 2024, 2:00 pm

Contract Begins

September 1, 2024

Important Item

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Anything discussed today or at any point in time does not change anything in the RFP.

Only a formal written and issued addendum changes the RFP.

Solicitation Instructions

- ▶ Transparency Policy starts at solicitation opening and ends at City Council Award
- ▶ All offerors must register at:
<https://www.phoenix.gov/procure>
- ▶ All written inquiries are due **April 26, at 2:00 p.m.**
- ▶ The City will not be responsible for oral instructions made by employees or officers, any changes will be in the form of solicitation addenda
- ▶ Businesses **must** be registered with the Arizona Corporation Commission (this is checked)
- ▶ Offeror must read the entire solicitation and accept all terms and conditions without exception

Term

- ▶ Commencing on or about September 1, 2024
- ▶ 5-Year period

Special Terms and Conditions

- Pricing
- Background Screening
- Import to note items
- Invoicing

Insurance & Indemnification

- Please note the indemnification provisions within the solicitation
- ▶ Insurance requirements cover:
 - ▶ General Liability
 - ▶ Automobile liability
 - ▶ Worker's compensation
 - ▶ Professional liability
- ▶ Upon award, certificates of insurance (ACORD form or equivalent) must be provided to the City within 10 days
- ▶ Send to the Procurement Division at
Hou.procurement@phoenix.gov

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Pre-requisites

- Offeror must have been in operation a minimum of three years.

Scope of Work

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Various services, repairs, modernization, and upgrades for properties owned and operated by the City including but no limited to:

- ▶ • general labor;
- ▶ • carpentry work;
- ▶ • drywall work;
- ▶ • cabinets and countertops;
- ▶ • appliance service and repair;
- ▶ • garage door replacement; repair; and maintenance;
- ▶ • interior and exterior door replacement; repair; and maintenance;
- ▶ • glaziers;
- ▶ • electrical work;
- ▶ • occasional HVAC replacement and plumbing
- ▶ • masonry and plaster work;
- ▶ • metal fabrication;
- ▶ • other similar services as needed.
- ▶ Miscellaneous Projects
 - ▶ Upgrades and Repairs (not federally funded)
- ▶ Bacon Davis and LPC Tracker

Evaluation Criteria

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Method of Approach (400 Points)

- A. Describe in detail the procedures your firm will use to complete emergency requests and routine work along with the planning and availability of their staff.
- B. Does your firm have experience working with Government Contracts and/or Federally Funded entities that require Davis Bacon wages? Please elaborate.
- C. Based on the information below, do you agree to comply with the Davis Bacon wage rule and the LPC Tracker? In other words, you have to pay your employees, working on the Housing Department jobs the prevailing hourly wages. You may pay them higher but not lower. The rate changes from time to time, and we will update the contract when that happens. Each invoice submitted would have to have the Labor Rates and hours submitted through something called the LCP Tracker an online tool. It's not complicated but your firm has to do it so that we can pay your invoice.

Experience and Qualifications (400 points)

- A. Provide your years in business, and a list of the staff to be assigned to the City of Phoenix's contract including their roles, licenses & certifications.
- B. Check all the categories that your firm can perform services, can subcontract services for, or cannot perform:
- C. Brief Narrative of similar work done in the past for the categories you have selected (Not to exceed 2 pages)

Evaluation Criteria

Trade	Can Perform	Will Subcontract	Cannot Do
General Contracting			
General Labor			
Carpentry			
Cement Mason			
Plasters			
Masonry Work			
Metal Fabrication			
Painters			
Plumbers			
Electricians			
Appliance Technician			
Garage Door Technician			
Glaziers			

Price (200 points)

Pricing Proposal Attachment G

Proposals

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Submittal Requirements:



- E-mail attachment
- Tab 1 Cover Letter with contact information
- Tab 2 Evaluation Materials
- Tab 3 Attachments A-L
- Tab 4 Signed Addenda



DAVIS-BACON

Overview for General
Contractors and
Subcontractors



City of Phoenix
HOUSING DEPARTMENT

DAVIS-Bacon Act & COPELAND ACT (Anti-Kickback Act)

- ▶ Requires payment of prevailing wage rates to laborers
- ▶ Consists of Federally assisted construction projects in excess of \$2,000
- ▶ Includes building, repairing or demolishing of any public structure or building
- ▶ Requires one- and one-half pay for overtime of 40 hours per week
- ▶ Criminal prosecution and penalty fees are enforced for intentional violations
- ▶ Federal crime for anyone to require a laborer to kickback any of their wages
- ▶ Requires all Subcontractors to submit weekly certified payroll reports (CPR)
- ▶ Regulates permitted payroll deductions

CONTRACTORS/SUBCONTRACTORS

- ▶ Must select work classification as on wage decision for work performed and submit weekly payroll reports on LCP Tracker
- ▶ If employee performs carpentry work, laborer must be paid as listed under carpentry work even if not fully trained as a carpenter
- ▶ Can make “Other” payroll deductions as permitted by DOL, but must be authorized by employees using a wage deduction authorization form
- ▶ Must also keep payroll records for 3 years after completion of project

CERTIFIED PAYROLL REPORTS (CPR) & LCP TRACKER

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SUBMIT WEEKLY

Begin the first week of work and every week thereafter until work is completed

NUMBER PAYROLLS

Start with #1 and last payroll for project as "Final"

NO WORK WEEKS

Submit "no" work week payrolls when there is a temporary break on project

Construction compliance management software system for certified payroll and reporting.

- All Subcontractors assigned to project must use and enter certified payrolls in LCP Tracker for performing and non-performing weeks
- Start with first week of work on project
- Pay all workers weekly and maintain up-to-date payrolls
- If owner-operator has NO staff, must have another person certify payrolls

WAGE DETERMINATION

WAGE RATES AND FRINGE BENEFITS

- ▶ WAGE DECISIONS
www.wdol.gov/dba.aspx
- ▶ List of different work classifications, with minimum wage rates and fringe benefits that must be paid under classifications
- ▶ Basic Wage Rate + Fringe Benefits Rate = Total Hourly Wage Rate
- ▶ Fringe benefits include health insurance, retirement contributions, life insurance, training, vacation, and paid leave
- ▶ Does not include payments required by Federal, State or local laws (i.e. Federal and State taxes, Social Security, and disability insurance)
- ▶ Overtime work in excess of 40 hours in one week, must be paid one-and one-half times the rate for work performed

Solicitation Transparency

Commencing on the date and time a solicitation is published, potential or actual offerors or respondents (including their representatives) shall only discuss matters associated with the designated procurement officer and not with any City Staff.

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602-262-4927

Hou.procurement@phoenix.gov