



**Staunton Redevelopment and Housing Authority
REQUEST FOR PROPOSALS
Windows Replacement and Installation
July 1, 2023**

A. Introduction

The Authority is soliciting proposals from qualified firms to provide pricing for replacing and installing 702 windows in 150 units and offices. The installation of the 702 replacement slider style windows will vary in size. The offices and residential units are at Elizabeth Miller Gardens and Farrier Court in Staunton, Virginia. The firm will provide these services consistent with United States Housing and Urban Development guidelines. 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 are due no later than 12:00 P.M. (Eastern Standard Time) on **September 30, 2023**. Proposals may be mailed or emailed, and should be addressed as follows:

By Mail

PROPOSAL: Window Replacement and Installation
Nehemias Velez, Executive Director
Staunton Redevelopment and Housing Authority
900 Elizabeth Miller Gardens
Staunton, VA 24401

By Email

To: nvelez@stauntonrha.org
Subject: PROPOSAL: Window Replacement and Installation

Questions regarding this RFP should be directed prior to **September 30, 2023** to Mark Allen, Inspector/Maintenance, by email (mallen@stauntonrha.org) or fax (540-885-5414).

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP AT THE OFFICES OF STAUNTON REDEVELOPMENT AND HOUSING AUTHORITY ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY ON THE OFFEROR. SRHA 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.

SRHA reserves the right to reject any and all proposals.

B. Background

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



Philosophy-Mission

The Staunton Redevelopment and Housing Authority (SRHA), provides safe and affordable housing to members of its community to enhance quality of life, promote economic opportunity, and offer a suitable living environment free from discrimination. Through commitment to staff excellence, SRHA is dedicated to treating all participants with dignity and respect.

The SRHA is a political subdivision of the Commonwealth of Virginia, created pursuant to Title 36 of the Code of Virginia. The SRHA was duly organized on March 1961, and has been in operation since that date without interruption.

The SRHA operates under state enabling legislation and federal housing regulations of the Department of Housing and Urban Development (HUD). The SRHA manages 150 affordable housing units and administers 243 Housing Vouchers. It employs 9 individuals and operates on an annual budget of approximately \$2.8 million.

C. Solicitation

The SRHA is soliciting proposals from qualified firms to provide pricing for the replacement and installation of 702 windows at Elizabeth Miller Gardens and Farrier Court Staunton Virginia. The scope of the proposal needs to be completed by **September 30, 2023**.

D. Scope of Work

1. Replace and install 702 windows in 150 apartment units and 3 office buildings (slider style windows - 6 different sizes).

The work should use standards acceptable to HUD. The deliverable should include all supporting documentation to correspond with the schedules.

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. 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 in replacing and installing windows, as well as relevant training, knowledge, and experience of the proposed team.	30
b. Detailed work plan of proposed analysis to include specific processes and methodologies used for the proposed work.	30
c. Any non-binding fee estimate information that may be provided, including reimbursable expenses.	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

G. Additional Requirements

1. MBE certification or similar documentation, if applicable.
2. Three references including contact information.
3. Willingness to participate in a conference call interview.