



Oakland Housing
Authority

**RFP# 17-002
RELOCATION CONSULTING SERVICES**

Addendum #1
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Date issued and released, February 6, 2017

RFP Deadline:

The deadline for this solicitation has been changed from February 9, 2017 to **10 AM, Tuesday, February 14, 2016.**

Please submit your proposals to the Oakland Housing Authority's Contract Compliance and General Services Office, located at 1801 Harrison Street, First Floor in Oakland, California.

Question #1: How many units are presently vacant at each of the properties?

Answer #1: There are two vacant units in each building for a total of four vacant units.

Question #2: Does the Oakland Housing Authority (the "Authority") plan to hold units vacant for use as temporary housing? If yes, how many, and when will this process start?

Answer #2: The Authority will continue to hold units vacant as they become available. However, deciding whether or not to use vacant units for relocation will depend upon future consultations with the general contractor as we determine how best to phase the work. As noted in the RFP, tenants will relocate to either: a vacant unit; a hotel with an in-unit kitchen; or will receive a relocation stipend and stay with a friend or family member.

Question #3: Does the Authority have other units that may be able to be used for temporary housing? If so, how many?

Answer #3: The Authority is not planning to use other Authority units for temporary housing.

Question #4: Does the Authority have an approved vendors list for moving contractors, debris hauling services, and other vendors that may be needed for the project?

Answer #4: No. Responders will have to propose a list of vendors and associated costs.

Question #5: Will the Authority be responsible for scheduling and carrying out pest inspection and treatments?

Answer #5: Yes. The Authority will work with the relocation consultant and property management to carry out inspections and treatment.

Question #6: Will the Authority make pest control inspection reports available for the selected vendor for relocation services?

Answer #6: Yes.

Question #7: Has the Authority prepared its own cost estimate for relocation assistance costs such as moving services, temporary housing and other costs? If so will this estimate be made available for use in preparing the proposals in response to the RFP?

Answer #7: No. The Authority will work with the relocation consultant, the design team, and the general contractor to develop these cost estimates.

Question #8: In Attachment B Supplemental Questionnaire the term Audit is used extensively. What type of audit are you requesting? Does this audit pertain solely to relocation assistance documentation or does it refer to financial audits?

Answer #8: Please see the "Changes to Bid" section below concerning Attachment B.

Question #9: On page two (2) of the Insurance Requirements it is stated that Builders Risk Insurance is required. As the relocation consultant would neither be performing construction or other work that would directly contribute to building damages, we recommend this requirement is removed or otherwise expressly waived in the contract.

Answer #9: Please see the "Changes to Bid" section below concerning the Insurance Requirements and the attached "Insurance Requirements for Consultants".

Question #10: Will there be access to the program & construction manager's project schedules?

Answer #10: Yes, once the project schedules have been developed.

Question #11: Will there be a lodging budget number established prior to the RFP responses being due? Will there be an overall budget for each tenant?

Answer #11: No. The Authority will work with Consultant to develop budgets.

Question #12: Is it required to provide the resumes for tenants that might assist with the relocation process?

Answer #12: No.

Question #13: Will various furniture or contents be stored outside of the relocation to temporary housing? If so, is there a budget number?

Answer #13: The Authority expects that large items will need to be moved and stored off site and will work with the relocation consultant to determine where those items will go and the cost.

Question #14: Will a list of tenants with contact information be provided?

Answer #14: Yes.

Question #15: Is there a requirement on the distance from the tenants existing residence for temporary housing. (i.e.; one mile perimeter from the buildings).

Answer #15: While there is no set limit, The Authority's goal is to minimize the distance so as to have as little disruption as possible to the daily lives of the tenants, taking costs into account. The Authority anticipates that tenants will be temporarily relocated to (Extended Stay America) – Oakland – Emeryville and (Extended Stay) - Oakland – Alameda.

Question #16: Will packing be required as part of the services? If so, what is that budget number?

Answer #16: Packing will be primarily done by the moving company.

Question #17: Will AutoCAD drawing files be available by the architects, for development of graphical reports showing the status of each unit?

Answer #17: No. Move out and move in schedules will be provided.

Question #18: Will there be a standard weekly, bi-weekly or monthly project meeting schedule developed with the program and construction teams?

Answer #18: The Authority anticipates having weekly project meetings but the relocation consultant will only attend as needed.

Question #19: Will there be a per tenant budget amount set for the project?

Answer #19: No. The budget will be an aggregate budget that the Authority will work with the consultant to develop.

Question #20: Will there be space available at each building for materials and work related items?

Answer #20: If needed, the Authority will provide space to the greatest extent feasible.

Question #21: Is there adequate space in each of the buildings to hold a town hall meeting with the tenants to discuss the upcoming project and answer tenant questions?

Answer #21: Yes. The Authority has conducted resident meetings related to the relocation/rehabilitation at each building and anticipates periodic meetings to discuss the project and answer any tenant questions.

Question #22: On page 2 of the Insurance Requirements it is stated that Builders Risk Insurance is required. As the relocation consultant would neither be performing construction or other work that would directly contribute to building damages, we recommend this requirement is removed or otherwise expressly waived in the contract.

Answer #22: Please see the "Changes to Bid" section below concerning insurance requirements and the attached "Insurance Requirements for Consultants".

Question #23: In the RFP the Authority is asking for cost and pricing for relocation costs and services. However, the RFP does not define any sequencing, phasing or actual durations of time which impact both costs and services. What assumptions should be used to provide these costs?

Answer #23: The consultant should account for the worst-case scenario of relocating 145 tenants to Alameda/Emeryville. There are 100 one-bedroom units and 45 two-bedroom units. The construction duration is approximately 18 months.

Question #24: RFP Section 3.1.3 – Qualifications, Related Experience and References (pg. 9) Subsection d states "Provide a list of business clients – especially public housing authorities or other public agencies – to which your firm is currently providing similar services/products." Is it possible to include clients for whom similar services have been provided but do not currently have an active project?

Answer #24: The Authority is seeking firms with recent, relevant experience. If the bidder is not currently providing relocation services, the bidder may provide a list of clients for which the bidder has provided similar services along with the dates when the bidder started and completed the work for those clients.

Question #25: RFP Section 3.1.7 – Insurance Requirements (pg. 12) Subsection b states "... and fire damage/legal liability in the amount of \$50,000." This requirement is not applicable to the services requested in the scope of work. Will the Authority consider removing this?

Answer #25: Please see the "Changes to Bid" section below concerning the insurance requirements and the attached "Insurance Requirements for Consultants".

Question #26: RFP Section 3.1.7 – Insurance Requirements (pg. 12) Subsection c states "The Agent shall procure and maintain insurance against the misfeasance, malfeasance, or non-feasance (errors and omissions) of the Agent relating to the management of the Properties with limits of not less than \$1,000,000 per occurrence with a discovery period of not less than 18 months and with a deductible of not less than \$10,000 per claim. Blanket Crime Insurance, which includes Employee Dishonesty coverage, naming the Oakland Housing Authority as 'Loss Payee'." This requirement references property management, which is not applicable to the services requested in the scope of work. Will the Authority consider removing this?

Answer #26: Please see the "Changes to Bid" section below concerning the insurance requirements and the attached "Insurance Requirements for Consultants".

Question #27: RFP Section 3.1.7 – Insurance Requirements (pg. 12) Subsection d appears to apply to property management services. This requirement is not applicable

to the services requested in the scope of work. Will the Authority consider removing this?

Answer #27: Please see the "Changes to Bid" section below concerning the insurance requirements.

Question #28: RFP Section 3.1.7 – Insurance Requirements (pg. 12) Subsection e states "...for all its officers and corporate employees who handle the Oakland Housing Authority's and/or the Project's funds..." As the consultant would not have control over project funds, this requirement is not applicable to the requested scope of work. Will the Authority consider removing this?

Answer #28: Please see the "Changes to Bid" section below concerning insurance requirements and the attached "Insurance Requirements for Consultants".

Question #29: RFP Section 3.1.9 – Appendices (pg. 13) Subsection a – Supporting Documents references providing all supporting documents requested in the preceding instructions as appendices. Other than resumes, it appears that no additional support documents were requested in the sections preceding 9a. Can the Authority confirm that resumes are the only requested support documents?

Answer #29: The Authority confirms that resumes are the only requested support documents.

Question #30: Can the Authority confirm that the resumes, also requested in section 3.1.4a and 3.1.4c, are to be included in section 3.1.9a rather than 3.1.4a or 3.1.4c?

Answer #30: That is correct.

Question #31: RFP Section 3.2 – Required Forms / Documents (under 'Attachments' section) (pg. 13) 3.2-A – Attachment A: Bid Form includes staff personnel identified as "Principal" and "Assistant." Section 3.1.4a of the RFP requests a "Project Manager" and a "Project Leader." Can the Authority please confirm that Principal is equivalent to the requested Project Manager, and Assistant is equivalent to the requested Project Leader?

Answer #31: The Authority confirms that the Principal is equivalent to the requested Project Manager and the Assistant is equivalent to the requested Project Leader.

Question #32: RFP Section 7.2 – Notice to Proceed (pg. 22) 7.2 of the RFP indicates that Section 3 Reports must be submitted to the CCGS Department on a monthly basis. Can the Authority provide the format of these reports for review?

Answer #32: The Authority does not have a standard format for Section 3 Reports and will work with the selected firm to develop customized reports.

Changes to the Bid:

Change #1: Attachment B Supplemental Questionnaire has been removed from the RFP. It has not been replaced.

Change #2: Attachment I INSURANCE REQUIREMENTS FOR CONSULTANTS/CONTRACTORS has been removed and replaced by INSURANCE REQUIREMENTS FOR CONSULTANTS.

INSURANCE REQUIREMENTS FOR CONSULTANTS

Consultant shall procure and maintain for the duration of the Contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

Minimum Scope of Insurance

Coverage shall be as least as board as:

1. Insurance Services Office Commercial General Liability coverage (occurrence Form CG 0001).
2. Insurance Services Office Form Number CA 0001 covering Automobile Liability, Code 1 (any auto).
3. Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance.
4. Errors and Omissions or Professional Liability insurance appropriate to the consultant's profession. Architects' and engineers' coverage is to be endorsed to include contractual liability.

Minimum Limits of Insurance

Consultant shall maintain limits no less than:

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| 1. General Liability:

(Including operations, products and completed operations, as applicable.) | \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. |
| 2. Automobile Liability: | \$1,000,000 per accident for bodily injury and property damage. |
| 3. Workers' Compensation and Employer's Liability: | \$1,000,000 per accident for bodily injury and property damage. |
| 4. Errors and Omissions Liability: | \$1,000,000 per occurrence. |
| 5. Professional Liability Insurance: | \$1,000,000 per occurrence. |

Deductible and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the Authority. At the option of the Authority, either; the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Authority, its officers, officials, employees and volunteers; or the Consultant shall provide a financial guarantee satisfactory to the Authority guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Other Insurance Provisions

The commercial general liability and automobile liability policies are to contain, or be endorsed to contain, the following provisions.

1. The Authority, its commissioners, members, officers, agents, employees and volunteers are to be covered as insureds as respects: liability arising out of work or operations performed by or on behalf of the Consultant; or automobiles owned, leased, hired or borrowed by the Consultant.
2. For any claims related to this project, the Consultant's insurance coverage shall be primary insurance as respects the Authority, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the Authority, its commissioners, members, officers, agents, employees or volunteers shall be excess of the Consultant's insurance and shall not contribute with it.
3. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after (30) days' prior written notice by certified mail, returned receipt requested, has been given to the Authority.
4. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Authority, its commissioners, members, officers, agents, employees and volunteers.
5. Coverage shall not extend to any indemnity coverage for the active negligence of the additional insured in any case where an agreement to indemnify the additional insured would be invalid under Subdivision (b) of Section 2782 of the Civil Code.

Workers' Compensation and Employers Liability Coverage. Insurer shall agree to waive all rights of subrogation against the Authority and its respective commissioners, members, officers, agents and employees for losses arising from work performed by Contractor or for the Authority.

Claims Made Coverage. If General Liability and/or Errors and Omissions coverage are written on a claims-made form:

1. The "Retro Date" must be shown, and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the contract work.

3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a "Retro Date" prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.
4. A Copy of the claims reporting requirements must be submitted to the Authority for review.

Subcontractors. Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all the requirements stated herein.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VI, unless otherwise acceptable to the Authority. Exception may be made for the State Compensation Insurance Fund when not specially rated.

Verification of Coverage

Consultant shall furnish the Authority with certificates of insurance and with original endorsements evidencing coverage required by this clause. All certificates and endorsements are to be received and approved by the Authority before work commences. The Authority reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.