

# Mt. Angeles View Phase I Request for Proposals Building Relocation or Material Salvage

## I. Introduction

The Peninsula Housing Authority (PHA) invites interested parties that possess the capability to have homes relocated or salvage materials from the Mt. Angeles View Phase I site, to submit proposals according to the requirements set forth in this document. The purpose of this process is to identify the proposals that provide the best use of the buildings or materials and meet the time constraints of the project.

Peninsula Housing Authority reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate PHA to pay any costs incurred by respondents in the preparation and submission of a proposal and does not obligate PHA to accept or contract for any expressed or implied services. The decision to award will be based on the proposal that represents the best use of the buildings or materials and meets the project timelines.

Questions in advance of submitting a proposal may be directed to Annie O'Rourke at [aorourke@peninsulapha.org](mailto:aorourke@peninsulapha.org). A "unit" walk-through will be held on May 3, 2017 from 12:00pm-2:00pm at 2321 S Eunice Street Port Angeles.

## II. Time Schedule for this RFP is as follows:

Issue RFP .....	April 26, 2017
Deadline for Submittal of Proposal.....	May 24, 2017 4:00 PM
Chosen proposers notified.....	May 31, 2017 **
Expected date of contract.....	June 19, 2017 **
Date homes must be removed.....	July 5, 2017 4:00 PM **

\*\* These dates are estimates and subject to change by Peninsula Housing Authority.

## III. Delivery of Proposal: All proposals should be delivered to:

Annie O'Rourke  
Peninsula Housing Authority  
2603 S Francis Street  
Port Angeles, WA 98362

Proposals should be provided in a simple format with a concise description of the capabilities to satisfy the requirements of this request.

All proposals (**3 copies**) must be in a sealed envelope and clearly marked **HOUSE RELOCATON/SALVAGE RFP**. No faxed, emailed or telephone proposals will be accepted. All proposals must be received by **4:00 PM, Wednesday, May 24, 2017.** **This complete document with all attachments must accompany your proposal with all information and signatures applied as required.**

#### **IV. Proposal Instructions**

##### **A. Mandatory Requirements**

1. Proposer must provide a confirmed written proposal/contract from a qualified licensed and bonded house moving company that confirms a specified date when the building(s) will be removed and the financial capacity to enter into the contract with house moving company.
2. Proposer must list the address(es) of the specific unit(s) they are interested in acquiring.

#### **V. Submittal Instructions**

##### **A. Proposal Form**

No specific form is required. However, proposers shall submit information in a clear, concise manner that plainly indicates who the proposer is, which unit(s) they are interested in, the use of the home(s) or salvaged material and income limits of the client served. The form should include the name, address, phone and email contact information of the proposer as well as a signature and date.

##### **B. Proposal Deadline and Submittal instructions**

All proposals should be directed to:

Annie O'Rourke  
Peninsula Housing Authority  
2603 S. Francis Street  
Port Angeles, WA 98362

All proposals (**3 copies**) must be in a sealed envelope and clearly marked ***House Relocation/Salvage RFP***. No faxed, emailed or telephone proposals will be accepted. All proposals must be received by **4:00 PM, Wednesday May 24, 2017.**

##### **C. Late Proposals and Modifications**

Any modifications or late submittal received after the time of opening will not be accepted. Late proposals shall be returned unopened.

##### **D. Public Information**

Submittals are considered public information once a proposal is opened by PHA. Upon opening, all proposals shall become the property of PHA.

##### **E. Contact Office**

The Acquisition and Development Department shall be the only contact office for any or all aspects of this RFP. No communications, additional materials or questions will be responded to following the submittal deadline.

##### **F. Right to Reject Proposals and Waive Informalities**

The PHA reserves the right to reject any or all proposals, to waive any non-material irregularities or informalities in any proposal, and to accept or reject any item or combination of items.

## VI. Selection Process

### A. Qualifications and Criteria for Selection

1. Proposer must provide a confirmed written proposal/contract from a qualified licensed and bonded house moving company that confirms a specified date when the building(s) will be removed and the financial capacity to enter into the contract with house moving company.
2. The chosen proposal(s) under this project will be determined by a number of factors, with emphasis on the proposed client(s) to be served. Priority will be given to relocated homes versus material salvage. Other evaluation factors will include:
  - **Proper Submission of Proposal:** Receipt of proposal by due date (4:00 PM, May 24, 2017). Late submissions or delivery via facsimile will not be considered.
  - **Description of Client to be served:** The proposals will be scored with the most points awarded to a proposed use by or service to the lowest income households
  - **Commitment to timeline for home/material removal:** All homes and salvaged material must be removed from the site no later than the close of business July 5, 2017 (4:00 PM). Any homes or material remaining after that time and date will no longer be available for removal by a proposer.
  - **Charges:** Each home selected for removal or salvage will cost \$10.00. A check, made payable to **Mt Angeles View 1 LLLP**, for the total amount must be submitted with the proposal. Non-selected proposals will have the check returned.
  - **Other Factors:** Any other factors that we believe would be in our best interest to consider which were not previously described.
  - **Scoring:**

Proposal completeness	–	5
Income served		0-10
Home relocation		3
Material Salvage		2

### B. Awarding of Contract

**House Relocation/Salvage Contract(s)** are expected to be awarded after the Mt. Angeles View Phase I redevelopment project close date which is projected to be mid-June 2017. Chosen proposers will be notified of their selection by May 31, 2017 to provide a two week notice prior to the contract award date.

### C. Contract Form

The contract form is attached. This form is supplied by PHA and shall be used for this agreement. All submittals agree to the use of this PHA contract form. No additional form or agreement supplied by the Submitter shall be utilized. Peninsula Housing Authority reserves the right to modify the contract form as required prior to award.

**FORM OF CONTRACT**

**THIS AGREEMENT** made on \_\_\_\_\_ between \_\_\_\_\_, hereinafter called the "**Purchaser**", and the **Mt. Angeles View I LLLP**, hereinafter called "**MAVI**".

WITNESSETH, that the Purchaser and MAVI for the consideration stated herein mutually agree as follows:

**ARTICLE 1. STATEMENT OF WORK**

**Project Name: Mt. Angeles View Phase I home relocation or material salvage at**

The Purchaser shall furnish all labor, material, equipment and services, and perform and complete all work required for the house relocation or material salvage of the said project no later than 4:00 PM July 5, 2017. All work shall be in accordance with the Proposal dated May 24, 2017, which is incorporated herein by reference and made a part hereof.

**ARTICLE 2. THE CONTRACT PRICE**

The Purchaser will pay MAVI in current funds via check or money order payable to **Mt Angeles View 1 LLLP**, the sum of: \$ \_\_\_\_\_ **and 00/100 dollars.**

**ARTICLE 3. CONTRACT DOCUMENTS**

The Contract shall consist of the following component parts:

- A. Form of Contract
- B. Proposal

This instrument, together with the other documents enumerated in this Article 3, which said other documents are as fully a part of the Contract as if hereto attached or herein repeated, from the Contract. In the event that any provision in any component part of this Contract conflicts with any provision of any other component part, the provision of the component part first enumerated in this Article 3 shall govern, except as otherwise specifically stated. The various provisions in Addenda shall be construed in order of preference of the component part of the Contract which each modifies.

**IN WITNESS WHEREOF**, the parties hereto have caused This Instrument to be executed in  2  original counterparts as of the day and year first above written.

X \_\_\_\_\_  
**Purchaser**

X \_\_\_\_\_  
**Mt Angeles View I LLLP**

**By:**  
**Title:**  
**Phone:**  
**Address:**

**By:** Kay Kassinger  
**Title:** Managing Member  
**Phone:** 360-452-7631 ext. 21  
**Address:** 2603 S Francis Street  
Port Angeles, WA 98362