



**Request for Qualifications (RFQ)
For Architectural Services for
Remodel, Repair, and Rehabilitation of
Multifamily Residential Buildings**

SECTION 1 — GENERAL INFORMATION

The Housing Authority of Jackson County “Authority” is requesting Statements of Qualifications from Architectural Firms “proposers” interested in providing architectural and engineering services for remodel, repair, and rehabilitation of multifamily residential projects owned or managed by the Authority.

Further Details: Questions regarding this RFQ and submission requirements may be directed to: Andrea Miranda, Project Developer, Housing Authority of Jackson County, 2251 Table Rock Road, Medford, OR 97501; Phone (541) 779-5785 ext. 1035; Fax (541) 857-1118; or via e-mail at andrea@hajc.net.

Submittal Deadline: Qualification Statements must be received **no later than 4:00 pm PST, November 7, 2011**. Qualification Statements not received by the deadline will be considered late and will be returned to the proposer unopened.

Qualification Statements shall be submitted at the time and place indicated above and shall be submitted in a sealed envelope clearly marked, **“Architectural Qualifications – MF Rehab – Do Not Open - Attn: Andrea Miranda”**

SECTION II: QUALIFICATIONS STATEMENT REVIEW SCHEDULE

Activity	Date
Advertise Request for Qualifications	October 21, 2011
Last day to submit questions for clarification	November 1, 2011
Last day for Authority to respond to questions	November 3, 2011
Deadline to submit Qualifications Statement	4 p.m. PST– November 7, 2011

SECTION III: BACKGROUND

The Authority may undertake several remodel/rehabilitation projects of multifamily residential housing that it owns, manages or acquires within the next five years. The Authority serves as the project developer and owner’s representative.

The Authority will establish a list of three or more qualified architectural firms to which the Authority may enter into professional fee negotiations over the next five years.

Acquisition and/or rehabilitation projects may be funded in whole or in part by Federal and State funds including but not limited to HOME Program Funds, Community Development Block Grant Funds, Oregon Trust Fund and/or Low Income Housing Tax Credit Equity. These funds may be delivered and administered by the Oregon Housing and Community Services Department.

Architectural services may include working with a Construction Manger/General Contractor (CM/GC) procured and under contract by the Authority.

SECTION IV: SCOPE

The scope of future required architectural services for a typical project may consist of three phases:

Phase I Preliminary Design: The selected architectural firm may be called upon to produce preliminary design work adequate and complete to be submitted with a funding application to Oregon Housing and Community Services; including but not limited to: Site Plan, Landscape Plan, Building Floor Plans, Unit Floor Plans, and Exterior Building Elevations. Architectural submittal requirements for a Consolidated Funding Cycle Application may be viewed on the OHCS website at:

http://www.ohcs.oregon.gov/OHCS/HRS_CFCApp.shtml

Phase I preliminary design work will also be used to produce a construction cost estimate by the project's Construction Manager/General Contractor.

Phase II Construction Documents: Should the Authority receive a funding award from OHCS for project development, the Authority will contract with the Architectural Firm to produce construction drawings and specifications to be incorporated into a construction project manual.

Phase II services by the selected architectural firm shall include, when necessary, the provision of all associated engineering work, either in-house or subcontracted by the architect including but not limited to: civil, structural, mechanical, landscape and/or fire protection system engineering. The selected Architectural Firm will be required to submit a list of all sub-consultants and engineers and shall be subject to Authority approval.

Phase III Construction/Contract Administration: Construction Contract Administration duties would be negotiated with an architectural firm using AIA Document B141 Part I and Part II *Standard form of Agreement* as the general format to ensure construction activity is conducted per local building authority code, construction drawing and specifications.

SECTION V: PROJECT SCHEDULE

Projects requiring funding by Oregon Housing and Community Services typically require two or more years to complete Phase I through Phase II as described above.

SECTION VI. QUALIFICATIONS STATEMENT AND EVALUATION PROCESS

Qualifications will be evaluated by a three member evaluation committee. Combined scores will be averaged to determine final top score.

A. Qualification Statement Format

- 1) Statement of Qualifications shall be no more than 15 single-sided, 8 ½" X 11" pages with basic text information no smaller than 11-point type. Qualifications Statements that are illegible or deemed too difficult to read will be rejected. The required Attachments and resumes of key personnel proposed to be included in the project do not count against the 15-page limit. Resumes should be appended to the end of the Qualifications Statement and not included in the body of the Qualifications Statement.
- 2) Submit one (1) original and three (3) copies of your firm's Qualifications Statement with attachments.
- 3) Qualification Statements shall be submitted at the time and place indicated above and shall be submitted in a sealed envelope clearly marked:
"Architectural Qualifications – MF Rehab – Do Not Open - Attn: Andrea Miranda"
- 4) Responses to questions in Section VI.C. should restate the question or use the same sequence of numbers and letters as in the RFQ.
- 5) Facsimile and/or electronically transmitted Qualifications Statements will not be accepted.

B. Qualifications Statement Content

Answer all questions thoroughly and provide all requested information.

- 1) Describe your firm's history and experience. Describe your firm's strengths and special capabilities that may be appropriate to the remodel, repair, and rehabilitation of multifamily residential housing projects. Include your experience in working around occupied units. (10 points)
- 2) Describe your firm's methodology to control project costs as it relates to project design, cost estimating and value engineering. Explain your past performance record of maintaining projects within the development budget and controlling change order costs. (10 Points)
- 3) Describe your firm's experience designing and/or administrating multi-family housing projects funded in full or in part by Section 42 Low Income Housing Tax Credits (LIHTC) and/or funded in full in part by the Department of Oregon Housing & Community Services (OHCS). (5 Points)
- 4) Describe your firm's knowledge of planning and building safety authority requirements of local municipalities as they relate to Building Permits. Describe your knowledge and experience of Americans with Disabilities Act (ADA) and Fair Housing building requirements. Describe your experience working with the Oregon State Historic Preservation Office. (5 Points)
- 5) Submit illustrative materials including representative photos and/or drawings of rehabilitation and new construction work conducted by the firm over the last ten years. Evaluation of illustrative materials will be based on presentation and displayed, relevant experience. (5 Points)

- 6) Submit resumes of key personnel that may work on future repair, remodel, or rehab projects including proposed sub-consultants. (No points will be awarded for this section, but the results may be used in the evaluation of all criteria.)
- 7) Provide the name and current phone numbers for not less than three Owners and/or General Contractors of your last three *completed* projects. You may include additional references for your firm. These references should be those who had direct contact with your firm and key personnel. (No points will be awarded for this section, but the results may be used in the evaluation of all criteria.)

Maximum points available to a single Qualifications Statement: **35**.

C. Qualifications Statement Evaluation Process

- 1) Proposers are to answer each item listed under Section VI. C. "Qualifications Statement Content". Items will be scored up to the maximum point value indicated in parentheses.
- 2) Each evaluation committee member shall independently assign a score to each criterion during the written evaluation. The Project Developer may contact proposers for clarification of Qualifications Statements; however no additions, deletions or substitutions may be made to Qualifications Statements that cannot be termed as clarifications. All such contact shall be documented and disclosed to other committee members at a Qualifications Statement review meeting. At the review meeting the individual review committee members will determine the final scoring of the Qualifications Statements.
- 3) At minimum, the three highest-scoring proposers will be invited to meet with the evaluation committee for a face-to-face interview.
- 4) References of the highest-scoring proposer(s) will be checked by the Project Developer and/or Evaluation Committee.

Based on the written scores and interview(s), the evaluation committee will recommend a list of three or more qualified architectural firms to which the Authority may enter into professional fee negotiations over the next five years. PLEASE NOTE: All contracts and negotiations are subject to the approval of the Authority's Executive Director, Board of Commissioners, and the Authority's legal counsel.

SECTION VII: TECHNICAL ASSISTANCE/CLARIFICATION

Any proposer requiring clarification of the information or protesting any provision herein, must submit specific questions/protests or comments in writing to:

Andrea Miranda, Project Developer
Housing Authority of Jackson County
2251 Table Rock Road
Medford, OR 97501.
Ph: (541) 779-5785 ext. 1043
Fax: 541-857-1118.
E-mail andrea@hajc.net.

Any contact with any other member of the evaluation committee regarding this Request for Qualifications is prohibited and may result in disqualification.

The deadline for submitting such questions/protests is **4:00 pm PST, November 1, 2011**.

If, in the opinion of the Authority, additional information or interpretation is necessary, such information will be supplied in the form of an Addenda that will be mailed, faxed or sent electronically to all individuals, firms, etc., having received this Request for Qualifications and such Addenda shall have the same binding effect as though contained in the main body of the Qualifications Statement. Oral instructions or information concerning the specifications of the project given out by the Authority's employees or agents to prospective proposers shall not bind the Authority. All Addenda shall be issued by the Authority not less than two (2) calendar days prior to the Qualifications Statement deadline.

SECTION VIII: MISCELLANEOUS PROVISIONS

COMPLIANCE WITH LAWS

Successful proposers must comply with all applicable requirements of federal and state law, including anti-discrimination laws in performance of contract work.

ASSIGNMENT

Neither the resultant contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, sublet, contracted, or transferred by the contractor without the express written consent of the Authority. The granting or withholding of such consent shall be at the Authority's sole discretion.

CANCELLATION/TERMINATION

The Authority reserves the right to remove an architectural firm from the list of Qualified Architectural Firms established from this RFQ if removal is deemed to be in the Authority's best interest. The Authority reserves the right to cancel award of the contract any time before execution of the contract by both parties if cancellation is deemed to be in the Authority's best interest. In no event shall the Authority have any liability for the cancellation of award. The proposer assumes the sole risk and responsibility for all expenses connected with the preparation of its Qualifications Statement.

CLARIFICATION OF RESPONSES

The Authority reserves the right to obtain clarification of any point in a firm's qualification statement or to obtain additional information necessary to properly evaluate a particular statement. Failure of a proposer to respond to such a request for additional information or clarification could result in rejection of that firm's response or responses.

COLLUSION

A Proposer submitting a qualification statement hereby certifies that no officer, agent, or employee of the Authority has a pecuniary interest in this Qualifications Statement; that the Qualifications Statement is made in good faith without fraud, collusion, or connection of any kind with any other Proposer; the Proposer is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

COST OF PREPARATION OF RESPONSE

Costs incurred by any proposer in the preparation of their response to this Request for Qualifications are the responsibility of the respondent and will not be reimbursed by the Authority.

DISPUTES

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFQ, the decision of the Authority shall be final and binding upon all parties.

MWESB PARTICIPATION

The Authority strongly encourages the participation of Minority, Women and Emerging Small Businesses in this and all Authority projects, programs and services, pursuant to ORS 200.090.

NON-DISCRIMINATION IN EMPLOYMENT

The proposer's attention is directed to the provisions of Oregon Revised Statutes, Chapter 659A, prohibiting discrimination in employment.

U.S. DEPARTMENT OF HOUSING & URBAN DEVELOPMENT / HOME PROVISIONS

The proposer's attention is drawn to the fact that potential projects may be funded in whole or in part by U.S. Department of Housing and Urban Development (HUD) funds including HOME program funds. HOME Contract Provisions shall be included in all professional services contracts associated with this project.

INSURANCE

Before commencing work, the Architect shall furnish evidence of Errors and Omissions Insurance. And Automobile Liability on owned and non-owned motor vehicles used on the site(s) or in connection therewith for a combined single limit for bodily injury and property damage of not less than \$1,000,000 per occurrence.

PREVAILING WAGE RATE PROVISIONS

Projects may be funded partially with federal funds. Architect may be required to comply with the Davis Bacon Act. Federal Davis Bacon Residential Wage Rates as determined by the Department of Labor may apply to this project. Monitoring of wage rates shall be per the U.S. Department of Labor (DOL) standards.

QUALIFICATIONS STATEMENTS ARE PUBLIC RECORDS

All information submitted by Proposers shall be public record and subject to disclosure pursuant to the Oregon Public Records Act (ORS Chapter 192), except such portions of the Qualifications Statements for which proposer requests exception from disclosure, and such exception is, in the opinion of Authority counsel, consistent with Oregon Law. All requests for exception shall be in writing, noting specifically which portion of the Qualifications Statement the Proposer requests to be excepted from disclosure and the legal basis for the requested exception. Proposer shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the Authority as a result of this Request for Qualifications.

PUBLICITY

Any publicity giving reference to projects, whether in the form of press releases, brochures, photographic coverage, or verbal announcement, shall be only with the written approval of the Housing Authority of Jackson County.

REJECTION OF QUALIFICATIONS STATEMENTS

The Authority reserves the right to reject any or all responses to this Request for Qualifications. No qualifications statement will be considered that fail to contain the minimum required information. There will be no changes to the content of this request for qualifications except by written notification to the proposers who respond in accordance with the criteria herein.

RESERVATION OF RIGHTS

The Authority reserves the right to:

1. Issue a Request for Proposals to those on the list of qualified architectural firms established from this Request for Qualifications.
2. Award contracts to multiple proposers.
3. Negotiate a final Contract, based on the AIA Document B141 Part I & II, which shall be in the best interests of the Authority.
4. Supplement and/or re-designate members of its evaluation committee, or to establish additional committees, as it deems appropriate to negotiate a final contract within the general scope of work described herein.

5. Negotiate with a subsequently lower-ranked proposer if negotiations with the top-ranked proposer(s) are unsuccessful.
6. Formally terminate negotiations if they fail to result in a contract within a reasonable amount of time (typically less than 30 days).
7. Postpone award or execution of the resulting contract to complete reference check(s).
8. Reject a Qualifications Statement based on negative reference check(s) prior to contract execution.
9. Amend the Scope of Work within the general scope of work described herein.