

Request for Qualifications

Architectural Firms

Housing Authority of the City of Vancouver
2500 Main Street
Vancouver, Washington
98660-2697

November 2017

Request for Qualifications Architectural Firms

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1.0 INVITATION TO SUBMIT QUALIFICATIONS

The Housing Authority of the City of Vancouver (VHA) invites qualified Architectural firms to submit statements of qualifications for VHA's one (1) year Architect Roster commencing December 1, 2017. The intent of this invitation is to maintain our inventory of Architectural firms. From time to time, as determined by the VHA, work may be awarded to the firms on the list based upon their qualifications. Upon such determination the VHA will negotiate the specific work to be performed and the cost of the work. If a satisfactory negotiation cannot be reached the VHA reserves the right to discontinue negotiation and negotiate the work with another qualified firm on the list. **If your firm is currently on our roster and you wish to stay on, you do not need to respond to this RFQ unless you desire to update any information. Likewise, contact us if you wish to be removed from the roster.**

The VHA reserves the right to conduct additional Requests for Qualifications for specific projects that VHA, at its sole discretion, determines require specific Architectural experience or qualification.

Following the initial evaluation of responding firms, any firm may submit a response to this RFQ and qualify to be added to the list.

The VHA, Vancouver Affordable Housing, and other affiliated agencies, may also call on the selected firm(s) for other services under this RFQ.

2.0 SCOPE OF SERVICES

The scope of services may include, but are not limited to:

- Feasibility studies to determine the highest and best use of property.
- Scenarios for development, redevelopment, or rehabilitation of real property.
- Development of preliminary plans for new and redevelopment projects.
- Needs assessments.
- Assisting VHA in establishing a realistic and achievable budget and schedule for projects.
- Providing VHA with a list of required site information such as survey and soils information and assisting VHA in obtaining that information when requested.
- Reviewing plans and corresponding budgets with VHA, assisting VHA in deciding on the most appropriate development or rehabilitation plan, and developing the selected plan in more detail for review by VHA.
- Preparation and submittal of plats for approval.
- Preparing a comprehensive analysis of the requirements of authorities having jurisdiction, including zoning, site plan control, construction requirements.
- Preparing concept or schematic design, often several alternatives.
- Reviewing those concepts with VHA, assisting VHA in deciding on the most appropriate design, and developing the selected design in more detail for review by VHA.
- Preparing the detailed construction documents, plans and specifications, which will be used to apply for building permits, to determine the construction costs, and to build or renovate projects.
- Assisting VHA in obtaining bids, and executing the appropriate construction contracts.

- Administering construction contracts, and certifying payments to constructors when they are due.
- Carrying out general review during construction, monitoring construction quality as it proceeds to assure that the project is being built in general conformity with the plans and specifications as directed

3.0 ADDITIONAL INFORMATION AND REQUIREMENTS

1. All facts and opinions stated within this RFQ, and all supporting documents and data, are based on information available from a variety of sources at the time of release. No representation or warranty is made by the VHA with respect thereto, nor will the VHA have any liability for any erroneous or incomplete information.
2. **Promotional activities or contact with key VHA personnel, including VHA Board members, is prohibited.** Respondents are cautioned not to undertake any activities or actions to promote or advertise their Proposal except in the course of the VHA authorized presentations. Other than discussion with the VHA staff designated in this RFQ, (which is encouraged for technical questions), Architectural Team Members and their representatives are not permitted to make any direct or indirect (through others) contact with members of the VHA Board of Commissioners, Senior Management, or Selection Committee members concerning their Proposal(s), except in the course of VHA sponsored presentations. The designated staff contact is: **Pam Haynes, VHA Construction Department**. See Section 4 above for contact information. Violation of this prohibition is grounds for disqualification of the Proposal.
8. Respondents are strongly encouraged to utilize minority sub-consultants, women owned, and emerging small business, or disadvantaged business enterprises. By submitting a proposal, the Architectural Firm agrees it will comply with all federal, state and local laws prohibiting discrimination on the basis of age, sex, marital status, race, creed, color, national origin, handicap, or familial status. These requirements are specified in Section 109 of the Housing and Community Development Act of 1974; Civil rights Act of 1964, Title VI; Civil Rights Act of 1968, Title VIII; Executive Order 11063; Executive Order 11246; Architectural Barriers Act of 1968; Americans with Disabilities Act; and Section 3 of the Housing and Urban Development Act of 1968. Specifically the Development Team is prohibited from making any discriminatory actions as defined in the HUD Regulations 24 CFR Section 570.601(b) (4).
9. Respondents should take special note that federal funds may be included in the financing of a project and to follow the minimum wage guidelines established in the attached HUD Technical Wage Guideline for professional services.
10. Respondents must demonstrate familiarity with environmental and sustainable practices and must be familiar with the Evergreen Sustainable Development Standards. <http://www.commerce.wa.gov/site/1027/default.aspx>
11. Work issued to selected firms may be required to use HUD construction documents and adhere to the provisions of HUD certification documents if the project is funded with funds received from HUD.

4.0 EVALUATION CRITERIA

A. Capacity and Experience

Consideration will be given on the basis of the firm's prior experience developing site plans for urban infill, low-income, mixed-income, rehabilitation projects, and/or mixed-use communities. The firm must demonstrate that it has the capacity to provide requested services in a timely manner.

B. Past Projects

Past projects will be reviewed to determine if the architectural firm has successfully completed projects similar in nature and scope. Respondents should provide evidence that it has successfully completed projects that involve the criteria set forth in the Scope of Work in Section 2.0 of this RFQ.

C. Past Performance/References

Previous client relationships will be researched and reviewed to determine the firm's ability to design projects, manage projects, deliver the scope of services as established, and finish successfully and within budget.

5.0 SUBMITTAL INSTRUCTIONS – one unbound

Respondents must submit copy of their Request for Qualifications submittal in a sealed envelope or package, by the scheduled deadline, and addressed to the designated VHA contact for this RFQ. The submittal must include the following items:

1. Cover letter stating interest in project with signature and email of duly authorized principal.
2. Firm profile and statement of expertise.
3. List of references including firm name, contact, address, phone and email for at least four completed projects.
4. Any additional information the firm wishes to submit to demonstrate its qualification.

Due Date: **5:00 PM, November 30, 2017**

Deliver to: Vancouver Housing Authority
Attn: Pam Haynes, Contractor Compliance Specialist
2500 Main Street
Vancouver, WA 98660

Facsimile and Email proposals will not be considered.

PROPOSED SCHEDULE

	Activity	Date
1	RFQ release	Nov. 6, 2017
2	RFQ DUE	Nov. 30, 2017
3	Begin using updated roster	Dec. 1, 2017

U.S. Department of Housing and Urban Development
Housing Development

TECHNICAL SALARY DETERMINATION

Geographic Area: Washington State

Effective Date: June 13, 2001

Applicable To: All Local Housing Authorities and Tribally Designated Housing Entities

The following minimum salary hourly wage rates applicable to the above work have been determined to be prevailing in the area, pursuant to Section 16(2) of the United States Housing Act, as amended; and Section 104(b) of the Native American Housing and Self-Determination Act of 1996. Any appeals should be directed to the Regional HUD Labor Relations Office.

James K. Harrell

Labor Relations Specialist

Director, Office of Labor Relations

CLASSIFICATIONS	WAGE RATES		REMARKS
	HOURLY	ANNUAL	
Design (Planner)	\$ 17.82	\$ 37,200.00	
Architect (2)	\$22.80	\$ 47,616.00	
Architect (1)	<u>\$20.66</u>	\$ 43,128.00	
Landscape Architect	\$20.66	\$ 43,128.00	
Engineer (3)	<u>\$ 22.80</u>	\$ 47,616.00	
Engineer (2)	\$20.66	\$ 43,128.00	
Engineer (1)	\$17.82	\$ 37,200.00	
Draftsman 3	\$17.82	\$ 37,200.00	
Draftsman 2	\$15.38	\$ 32,112.00	
Inspector	13.68	\$ 28,560.00	
Chief of Party	\$15.38	\$ 32,112.00	
Instrument Man	\$14.33	\$ 29,928.00	
Rodman-Chainman	I \$12.47	\$ 26,028.00	

**VHA SECTION 3 REQUIREMENTS
PROFESSIONAL SERVICES**

WHAT IS SECTION 3?

Section 3 is a Housing and Urban Development (HUD) program. It requires that Housing Authorities and Agencies receiving HUD funding, to the greatest extent feasible, direct that funding to businesses that provide economic opportunities to low and very low income persons. This requirement applies to all contracts regardless of the contract amount. The VHA has made a Section 3 commitment to require Section 3 certification on all of its procurement regardless of funding source.

AM I A SECTION 3 BUSINESS?

You qualify as a Section 3 BUSINESS if your organization:

1. Is more than 50% owned by low income residents or,
2. Employs at least 30% low income residents, or
3. Subcontract in excess of 25% of the total amount of subcontracts to Section 3 business concerns.

IF I'M NOT A SECTION 3 BUSINESS, CAN I STILL MEET SECTION 3 REQUIREMENTS?

YES. You can also meet your Section 3 requirement by:

1. At least 30% of any needed new employees hired as a result of a contract (either by your business or your consultants) will be Section 3 residents, (includes clerical, administrative and design hiring) or
2. Providing job training for low income residents as part of this contract.

HOW CAN THE VHA ASSIST BUSINESSES IN MEETING SECTION 3 REQUIREMENTS?

The VHA Section 3 Coordinator will help you to meet your Section 3 requirements by providing qualified low income residents to employ or train and by working with you to explore other options to meet requirements. **IT IS NOT A SECTION 3 REQUIREMENT FOR BUSINESSES TO HIRE EMPLOYEES THEY DO NOT NEED OR ARE NOT QUALIFIED.**

WHAT ARE BUSINESS REPORTING REQUIREMENTS UNDER SECTION 3?

ALL BUSINESSES must complete the VHA BUSINESS SELF CERTIFICATION FORM (see attached) certifying that they do or do not qualify as a Section 3 Business Concern. *This form must be turned in with your qualifications.*

SECTION 3 SELF CERTIFICATION Vancouver Housing Authority

COMPANY NAME _____ PHONE/ EMAIL _____

ADDRESS _____

Your company is eligible for Section 3 Certification if you fall into any of the Section 3 Business Ranking Categories below:

Category 1 Business: 51% or more owned by residents of the housing development for which the section 3 covered assistance is expended, or whose full time, permanent workforce includes 30% of such residents as employees.

Category 2 Business: 51% or more owned by residents of other low income housing developments or whose full-time, permanent workforce includes 30% of such residents as employees.

Category 3 Business: HUD Youthbuild Programs being carried out in the county in which the section 3 funding is being expended.

Category 4 Business (most common): 51% or more owned by Section 3 residents or whose full-time, permanent workforce includes no less than 30% Section 3 residents; that subcontract in excess of 25% of the total dollar amount of subcontracts to category 1 or 2 businesses.

A Section 3 person is a public housing resident OR a resident of Clark county OR a resident of the Metropolitan area and currently fall below the following income limits:

Effective 4/14/17 Number of Individuals in Household							
1	2	3	4	5	6	7	8
41,850	47,800	58,800	59,750	64,550	69,350	74,100	78,900

MARK APPROPRIATE BOX AND SIGN BELOW

My company is **NOT** Section 3

I hereby certify that my company **IS** a Section 3 BUSINESS according to Business Category #: 1 2 3 4 above. (mark one)

Authorized Signer - Please Print

Title

Signature

Note: The penalty for making false statements is prescribed in 18 U.S.C. 1001