

Request for Qualifications

Engineering Services Roster

Land Surveying Roster

November 2017

Housing Authority of the City of Vancouver

2500 Main St.

Vancouver, Washington

Request for Qualifications Engineering and Land Survey Services Roster

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1.0 INVITATION TO SUBMIT QUALIFICATIONS

The Housing Authority of the City of Vancouver (VHA) invites qualified Engineering and Land Survey firms to submit Statements of Qualifications for the following services, separate or combined, but not limited to: Structural, Mechanical, Electrical, Civil, Geotechnical and Land Surveying. The intent of the invitation is to maintain our roster of qualified firms. As projects become available, VHA shall enter into negotiations for fair and reasonable compensation with the highest ranked consultant determined to be the most qualified for that specific work in an effort to execute a contract. Price will be a factor after entering negotiations. If negotiations are unsuccessful for any legitimate reason, the VHA may proceed to negotiate with the next highest ranked consultant. If a satisfactory negotiation cannot be reached, the VHA reserves the right to discontinue negotiation and negotiate the work with another qualified firm. Note minimum technical salaries in attached technical salary determination for federal work. **If your firm is already on our roster and you wish to stay on, you do not need to respond to this RFQ unless you need to update your qualifications.**

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

Non A/E work that is likely to be performed by someone licensed or registered on the roster will still be determined by price and not ranking.

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

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

2.0 SCOPE OF SERVICES

The scope of engineering services may include, but are not limited to: Structural, Mechanical, Electrical, Civil, Geotechnical, and Land Surveying for the following activities:

- * Complete Engineering services for evaluation and development of real property.
- * Evaluation of existing structures for structural integrity.
- * Preparation of recommendations for proposed construction and or rehabilitation of existing structures.
- * Interaction on behalf of the VHA with regulatory bodies as required.
- * Complete review of adjacent properties for on site and off site issues that may affect the subject property.
- * Coordination with Architectural, Survey and Environmental firms, as appropriate.
- * Such other Engineering related work as may be requested from time to time.

- Complete survey services of real property including boundary, topographical and other types of surveys as requested.
- Preparation and submission of land division requests of all kinds.
- Review of future regulation and zoning changes to potential sites under evaluation.
- Defense of work completed on behalf of the VHA as necessary.
- Complete review of adjacent properties for on site and off site issues that may affect the subject property.
- Capacity to perform and complete all phases of ALTA Surveys.
- Coordination with Architects, Engineers, Environmental and Geotechnical firms
- Staking and construction services for new construction projects
- Completion of As-Built Surveys.
- Such other survey related work as may be requested from time to time.
- 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.

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 warrant is made by the VHA with respect thereto, nor will the VHA have any liability for any erroneous or incomplete information.
2. The VHA reserves the right to modify the selection process or other aspects of the RFQ at its sole discretion. All persons requesting the RFQ package will be notified, in writing, of any such modifications to the mailing address or email address provided to the VHA. Any and all modifications to this process will be published on the VHA web site as of the last date for responses to questions as noted in 3.0 4 below.
3. All requests for clarification of the RFQ must be in writing (email is acceptable) Requests for clarification must be directed only to:
Vancouver Housing Authority
Attn: Pam Haynes
2500 Main St.
Vancouver WA 98660
Or via email at phaynes@vhausa.com
4. The VHA retains the sole responsibility to determine the timing, arrangement, and method of submittal presentations, if any, throughout the selection process.
5. 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 submittal 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), submitting firms are not permitted to

may any direct or indirect (through others) contact with members of the VHA Board of commissioners, Senior Management, or Selection Committee members concerning their submittal, except in the course of VHA sponsored presentations. The designated staff contact is: Pam Haynes, Development & Construction. See #4 above for the contact information. Violation of this prohibition is grounds for disqualification of the submittal.

7. Respondents are strongly encouraged to utilize minority owned, woman owned, section 3, emerging small business, or disadvantaged business enterprise consultants and subcontractors. By submitting a proposal, the Respondent 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; and American with Disability Act. Specifically the Development Team is prohibited from making any discriminatory actions as defined in the HUD Regulations 24 CFR Section 570.601 (b)(4).

4.0 EVALUATION CRITERIA

VHA will select the firms best qualified to perform the requested services VHA may reject all responses at its discretion.

| | |
|--|---------|
| Experience, expertise and qualifications of staff to be used (low income, residential, commercial, mixed use) | 50 pts |
| Past Projects | |
| Past Performance/References | |
| Previous work with Housing Authorities | |
| Availability/capacity to perform services | 25 pts |
| Geographic location of consultant | 10 pts |
| MBE, WBE, Section 3 Certified Businesses | 15 pts. |

5.0 SUBMITTAL INSTRUCTIONS –One unbound copy is sufficient

1. Cover letter stating interest with signature of duly authorized principal.
2. Firm profile and statement of expertise
3. Statement of qualifications for each of the Evaluation Criteria.
4. Resumes of proposed key personnel.
5. MBE, WBE, Section 3 Business or other similar certification, if applicable.
Section 3 certification form to be included with proposal.
6. Statement of applicants ability to complete projects with relatively short notice within a specified schedule.
7. List of references including firm name, contact, address, phone and email for at least four completed projects.

8. Written agreement to comply with the Drug Free Work Place Act, as well as all other applicable local and federal legislation, which seeks to ensure a drug free work environment.
9. Any additional information the firm wishes to submit to demonstrate its qualifications.

Due Date: November 30, 2017

Deliver to:

Vancouver Housing Authority
Attn: Pam Haynes
2500 Main St.
Vancouver WA 98660

Facsimile and email submittals will not be considered

See attachments below.

**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) | \$20.66 | \$ 43,128.00 | |
| Landscape Architect | \$20.66 | \$ 43,128.00 | |
| Engineer (3) | \$22.80 | \$ 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 | \$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 BOXES 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. 1