



COLUMBUS METROPOLITAN HOUSING AUTHORITY
COMMUNITY. COMMITMENT. COLLABORATION.

REQUEST FOR QUALIFICATIONS

FOR

ARCHITECTURAL SERVICES

BY

COLUMBUS METROPOLITAN HOUSING AUTHORITY
880 EAST 11TH AVE. COLUMBUS, OHIO, 43211

PROPOSALS ARE DUE AT THE ADDRESS
SHOWN BELOW NO LATER THAN

MONDAY, DECEMBER 4, 2017, at 11:00 AM (LOCAL TIME)

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFQ AT THE DESIGNATED OFFICE OF COLUMBUS METROPOLITAN HOUSING AUTHORITY (CMHA) ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. CMHA WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE UNITED STATES MAIL DELIVERY OR CAUSED BY ANY OTHER OCCURRENCE.

SCOPE OF WORK:

CMHA intends to pick from two firms, at the Housing Authority discretion, that they may contract with as detailed:

- Architectural design
- Structural, mechanical, electrical and civil engineering
- Landscape design
- Project cost estimating
- Construction contract administration
- Consulting

Note: Selection of the firms is contingent on CMHA Board Approval.

PHASES OF THE A/E SERVICES SHALL CONSIST OF:

- Schematic design/preliminary study phase
- Design development and contract document phase
- Bidding, construction and contract document phase
- Bidding award phase
- Construction phase
- Post completion/warranty phase

MINIMUM QUALIFICATIONS (Please use Attachment I):

- At least 10 years in business
- Successful completion of at least 5 projects similar in concept and size during the last 10 years
- Engineering firms teaming with architectural firms must have the same experience
- **Firm must have experience in the Qualified Application Process (QAP) for State Low Income Tax Credits.**

DESIGN PRODUCT:

- The design product shall meet all State Housing Division requirements as well as Columbus/Franklin County of Ohio building code requirements and shall conform with all applicable local codes, ordinances, regulations and standards, including HUD's section 504 program, UFAS, ADA and ANSI requirements. The design shall also include consideration for the abatement of asbestos and lead containing building materials as well as demolition of existing structures.

THE SELECTED A/E FIRMS SHALL:

- Make all necessary modifications in drawings and specifications.
- Review all contractor pay requests and change orders.
- Attend pre-bid, bid openings, pre-construction and progress meetings
- Document all meetings.
- Be responsible for errors and omissions over 3.5% of the project contract amount.
- Provide adequate and proficient supervision throughout all phases of work insuring that the work in place is performed per the drawings and specifications.
- Be responsible for any necessary permits, insurance, and compliance with safety regulations and guidelines applicable.
- Review and respond to requests for information within 3 business days.

PROPOSAL SUBMISSION REQUIREMENTS:

- All proposals must be submitted no later than the submittal deadline stated herein.
- A total of 1 original, 1 copy and 1 electronic copy of the proposal submittal shall be placed unfolded in a sealed package.
- Proposals submitted after the published deadline will not be accepted.
- For any proposer claiming a Section 3 Business Preference shall include the fully completed and executed Section 3 Preference Certification Form and any documentation required by those forms.

PROPOSAL BUDGET:

- CMHA anticipates the value of construction work to be awarded under this solicitation to be \$10 million over the term of the contract.

PROPOSAL EVALUATION:

- CMHA will form a committee to review and rank all RFQ's submitted. The proposals will be evaluated and 2 of the highest ranked firms will be chosen.
- **Evaluation Factors:** The following factors will be utilized by the evaluation committee appointed to evaluate each proposal submittal received; award of points for each listed factor will be based upon the documentation that the proposer submits within his/her proposal submittal as detailed below.

Evaluation Criteria for Ranking	Points
1) RFQ completeness, clarity & organization:	10 points
3) Company previous similar/compatible experience:	35 points
2) Company/team profile & professional qualifications and expertise:	25 points
4) Description of planning process:	20 points
5) Company approach and understanding of government process:	10 points
	100 points

METHOD OF AWARD:

CMHA will retain the right to contract with either of the responsive and responsible proposers as a result of this RFQ on a project-by-project basis:

- When a project is ready for award, CMHA will direct a firm and request a price/schedule proposal.

CONTRACT CONDITIONS:

- **The following provisions are considered mandatory conditions of any contract award made by CMHA pursuant to this RFQ:**
 1. **Contract Form:** CMHA will not execute a contract on the successful proposer's form--contracts will only be executed on CMHA's form and by submitting a proposal the successful proposer agrees to do so (see attached HUD Model Form of Agreement Between Owner and Design Professional).
 2. **Please note that CMHA has no legal right or ability to (and will not) at any time negotiate any clauses contained within ANY of the HUD forms included as a part of this RFQ.**
 3. **Assignment of Personnel:** CMHA shall retain the right to demand and receive a change in personnel assigned to the work if CMHA believes that such change is in the best interest of CMHA and the completion of the contracted work.
 4. **Unauthorized Sub-Contracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling or transferring the contract) without the prior written consent of the PO. Any purported assignment of interest or delegation of duty, without the prior written consent of the PO shall be void and may result in the cancellation of the contract with CMHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; either as determined by the PO.

CONTRACT PERIOD:

- Contract will be for a period of one year with the option, at CMHA's discretion, of 4 additional one-year periods, for a maximum total of 5 years.

LICENSING AND INSURANCE REQUIREMENTS:

- Prior to award (but not as a part of the proposal submission) the *successful proposer* will be required to provide:
 1. An original certificate evidencing the proposer's current industrial (workers compensation) insurance carrier and coverage amount;
 2. An original certificate evidencing General Liability coverage, naming CMHA as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of CMHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;
 3. An original certificate showing the proposer's professional liability if necessary or required and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$1,000,000), with a deductible of not greater than \$1,000;

CONTACTS

- Questions will be received via email no later than **12:00 PM TUESDAY, NOVEMBER 28, 2017.**

Mike Wagner, Vice President
Design & Construction
Columbus Metropolitan Housing Authority
880 East Eleventh Avenue • Columbus, Ohio 43211-2771
Email: mwagner@cmhanet.com

- It is suggested that interested companies submit a Notice of Intent to mwelch@cmhanet.com and mwagner@cmhanet.com with the subject "Notice of Intent". By indicating your intent to submit a proposal you will receive direct updates and clarifications to the RFQ, in addition to any addendum posted.

CMHA'S RESERVATION OF RIGHTS

- CMHA reserves the right to reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by CMHA to be in its best interests.
- CMHA reserves the right not to award a contract pursuant to this RFQ.
- CMHA reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 10 days written notice to the successful proposer(s).
- CMHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFQ.
- CMHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the CMHA Procurement Officer (PO).
- CMHA reserves the right to negotiate any fees proposed by the proposer entity.
- CMHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- CMHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.
- CMHA reserves the right to a minimum acceptance period of 90 calendar days. Acceptance period is defined as the number of calendar days available to CMHA for awarding a contract from the date specified in this solicitation for the receipt of proposals.
- CMHA shall reserve the right to at any time during the RFQ or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the CMHA Internet Website (hereinafter, the "noted Internet System" or the "System") and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the noted Internet System, and further agrees that he/she will inform the PO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by CMHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve CMHA, but not the prospective proposer, of any responsibility pertaining to such issue.