



**COLUMBUS METROPOLITAN HOUSING AUTHORITY**  
COMMUNITY. COMMITMENT. COLLABORATION.

**REQUEST FOR QUALIFICATIONS**  
**ARCHITECTURAL & ENGINEERING SERVICES**

**Prepared By:**

The Columbus Metropolitan Housing Authority  
880 East 11<sup>th</sup> Avenue  
Columbus Ohio, 43211

**Issue Date:**

January 15, 2025

**I. Purpose**

CMHA accepts written proposals from qualified firms. The purpose of this Request for Qualifications (RFQ) is to obtain qualifications from design firms (herein referred to as “A/E”) interested in contracting with Columbus Metropolitan Housing Authority (herein referred to as “CMHA”) to provide as outlined in this RFQ. CMHA will contract with up to two firms to use at its discretion.

**II. Proposed Budget**

CMHA anticipates the value of construction work to be awarded under this solicitation to be 20 to 30 million dollars per year.

**III. Background**

CMHA has a current inventory of over 5,600 units. Our goal is to aggressively grow that inventory by 500 to 600 units per year by acquiring and operating as is, acquiring and renovating or building new. These could be mixed-use, senior, student, or multi-family. Additionally, some of our projects will utilize the Ohio Low-Income Housing Tax Credit program (LIHTC).

**IV. Scope of Services**

The following scope for design services includes but not limited to:

- All design phases, including conceptual/schematic, design development and construction documents, bidding & contract award, construction administration, project closeout, and warranty phase.
- Project budgets and estimating
- Mechanical, electrical, and plumbing engineering
- Site/Civil engineering
- Structural engineering
- Landscape design
- Surveying
- Energy modeling
- Zoning
- Third-party testing (Including but not limited to lead based paint, water, asbestos, radon, etc.)

**V. RFQ Timeline:**

RFQ issued	January 15, 2025
Last day to submit questions regarding RFQ	February 6, 2025
Proposals due	February 18, 2025
Notifications to selected firms	February 25, 2025
Approval by CMHA Board of Commissioners	TBD – Late April
Contracts finalized	TBD

**VI. Proposal Response**

Respondents to this RFQ shall include the following information in their proposal:

- General Qualifications: describe the general qualifications of A/E.
- Special Qualifications: describe any special or unique qualifications of A/E, such as but not limited to, Ohio Housing Finance Agency Low Income Housing Tax Credit application and submission process.
- Staff Qualifications: submit resumes showing relevant experience of key personnel to be assigned to us. Specify the role of each key staff member.
- Previous Experience: provide a list of clients, including name, address, contact person, and telephone number for who provided similar or related design services within the last 5 years. Please include a brief description of the project, the name of the project manager and other staff assigned, and their roles in the project.
- List names of sub-consultants and their specific services.
- Describe sustainable or green design experience.
- List if submitting firm or sub-consultants are MBE or Section 3 qualified.

**VII. Qualifications**

- At least 10 years in business.
- Successful completion of at least five projects similar in concept and size during the last 10 years in business.
- 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.

**VIII. Proposal Evaluation**

- CMHA will form a committee to review and rank all RFQ's submitted. The proposals will be evaluated, and two of the highest ranked firms will be chosen. Responding A/E(s) will bear all costs of this RFQ.
- Evaluation Factors: An appointed evaluation committee will utilize the following factors to evaluate each proposal submitted. An award of points (total of 100) for each listed factor will be based upon the documentation that the proposer submits within their proposal as detailed below.

Previous/compatible experience:	35 points
Profile and professional qualifications	25 points
RFQ completeness, clarity, and organization:	20 points
Company approach and understanding of government process	10 points
MBE or Section 3 participation	10 points

**IX. Method of Award**

CMHA will execute a master contract with both responsive and responsible firms as a result of this RFQ then retain the right to award individual projects by task order basis:

- When a project is ready for an award, CMHA will direct a firm to submit a proposal and schedule.

X. **Contract period**

The 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.

XI. **Licensing and insurance requirements**

- Prior to award (but not as part of the proposal submission) the successful proposer will be required to provide:
  - ❖ An original certificate evidencing the firm's current worker's compensation insurance carrier and coverage amount.
  - ❖ 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 for any one person of \$5,000), with a deductible not greater than \$1,000.
  - ❖ 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, the general aggregate minimum limit of \$1,000,000), with a deductible not greater than \$1,000.

XII. **Reservation of Rights**

CMHA may investigate the qualifications of any individual or A/E under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFQ. CMHA also reserves certain rights, including but not limited to, the following:

- Reject any or all proposals.
- Issue a subsequent RFQ.
- Cancel the entire RFQ.
- Remedy technical errors in the RFQ.
- Seek the assistance of outside technical experts in evaluation.
- Approve or disapprove the use of any sub-consultants.
- Award without discussion.
- Terminate a contract awarded pursuant to this RFQ at any time for its convenience upon 10 days written notice to the successful proposer(s).

Selection will be based upon a determination as to which proposal is in the best interest of CMHA. Any decision made by CMHA, including the selection of A/E(s) shall be final and not subject to appeal.

**XIII. Contract Conditions**

- Selected firms will be held to 3% errors and omissions (percentage based on closing project total).
- 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).

**XIV. Submittal Requirements**

- All proposals must be submitted no later than the submittal deadline stated in the timeline.
- Any questions concerning this RFQ must be submitted via e-mail no later than the deadline stated in the timeline.

Mike Wagner, Vice President of Design & Construction  
Email: [mwagner@cmhanet.com](mailto:mwagner@cmhanet.com)

- A total of (1) original, (1) copy and (1) electronic copy of the proposal shall be placed unfolded in a sealed package addressed to:

Columbus Metropolitan Housing Authority  
880 East Eleventh Avenue • Columbus, Ohio 43211-2771  
Attn: Mike Wagner

- Proposals submitted after the published deadline will not be accepted.

**XV. Contacts**

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

Chris Belcastro, Assistant Vice President of Design & Construction  
Columbus Metropolitan Housing Authority  
880 East Eleventh Avenue • Columbus, Ohio 43211-2771  
Email: [cbelcastro@cmhanet.com](mailto:cbelcastro@cmhanet.com)

Margaret Welch, Contracts and Compliance Manager  
Design & Construction  
Columbus Metropolitan Housing Authority  
880 East Eleventh Avenue • Columbus, Ohio 43211-2771  
Email: [mwelch@cmhanet.com](mailto:mwelch@cmhanet.com)

**XVI. Notice of Intent**

It is suggested that interested companies submit a Notice of Intent to [mwagner@cmhanet.com](mailto: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.