

HUMAN RESOURCE DEVELOPMENT COUNCIL OF DISTRICT IX, INC.

HOUSING PROGRAM

Request for Qualifications

Architectural Services for Bozeman Peaks Condominiums to be located at:

**244 Cottonwood Road
Bozeman, MT 59718**



**REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES
BY HUMAN RESOURCE DEVELOPMENT COUNCIL OF DISTRICT IX, INC.**

Human Resource Development Council of District IX, Inc. (HRDC), a non-profit developer, is requesting qualifications from firms capable of providing the necessary architectural services for the construction of an affordable housing project. The project consists of three phases. Phase 1, a 24 unit building has been constructed. This request for qualifications will cover the activities of Phases 2 and 3. Phase 2 will construct 36 one, two and three-bedroom condominium units in one building designed for accessibility. Phase 3 will construct 24 one, two and three-bedroom condominium units in one building designed for accessibility. Phase 2 will begin construction in Spring 2010, while Phase 3 is has an estimated start date of Spring 2012. The building(s) will be located at 244 Cottonwood Road, Bozeman, Montana. Construction will begin in spring 2010. HRDC has been awarded Neighborhood Stabilization Program funds through the Montana Department of Commerce to partially fund the project.

HRDC will be the Developer and is soliciting for proposals for architectural services to assist HRDC in designing and supervising construction of this facility. Work on this project must comply with all applicable local, state, and federal requirements under the Federal Housing Administration, HOME, and Community Development Block Grant programs. Compensation will be negotiated with the selected offeror. Federal laws and conditions, which must be met in the expenditure of any such funds to pay the selected architect, will be appended to the contract for architectural services.

A. Background Information

The proposed project will provide safe, affordable homeownership housing to low-income families and individuals. The multi-phase project will contain 60 one, two and three bedroom condominiums in two to three multi-story building(s). Five of the units will provide 504 accessibility and the remaining units will be adaptable.

The project will be constructed on the site of the Bozeman Peaks development at 244 Cottonwood Road, Bozeman, Montana. The project will encompass (1) one structure of approximately 35,500 square feet with 36 units (Phase 2) and one structure of 24 units of approximately 23,500 square feet (Phase 3). The overall building design shall be compatible to the neighborhood and Phase 1 (already constructed) of the current development. The new facilities will be designed to minimize the cost of operations and maintenance. General design will focus on using high quality materials, proper orientation and high levels of insulation to create a very energy and maintenance efficient structure in compliance with the 2009 International Energy Conservation Codes. Electrical systems will feature high-efficiency fixtures, ground fault protection and security systems and may include incorporating photovoltaic cells if proven cost effective for the site and structure. Mechanical systems will utilize a very simple multi-boiler system for domestic hot water and energy efficient forced air furnaces for the individual units. Landscaping will feature low maintenance, draught resistant plants.

B. Scope of Work – Architect’s Basic Services

The basic services to be provided will include architectural services for construction of a low-income family housing project, site preparation, and appurtenances:

1. The scope of work under the architect’s basic services consists of those described and included under normal civil, structural, mechanical, and electrical engineering services, in the schematic design phase, as well, the architect will be expected to organize and participate in design charettes with current residents and interested members of the public to solicit their participation in design. A commissioning agent may be contracted by owner depending on

the complexity of the final design. The architect shall review program needs as furnished by the owner and developer to ascertain the requirements of the project and shall arrive at a mutual understanding of such requirements with the owner. The architect shall provide a preliminary evaluation of the owner's program, schedule and construction budget requirements, each in terms of the other, subject to the limitations addressed. The architect shall review with the owner/developer alternative approaches to the design and the construction of the project, identifying possible problems particular to the site or the tenant population to be serviced, or deficiencies to the work as presented in the pre-application conference. The architect is expected to offer solutions to these problems or deficiencies. The architect shall assure the design incorporates all state and federal requirements such as accessibility requirements under ADA, HUD Section 504, and Uniform Federal Accessibility Standards (UFAS); and other requirements under Fair Housing Act, 2009 IECC Energy Code, standards of the Fire Administration Act of 1992. The floor plan must be completely accessible, that is to say, an individual in a wheelchair is able to maneuver about the space; all doorways will be 3 feet wide; doors will have lever handles; light switches, electrical outlets, thermostats, etc. will be in accessible locations. The ground level will be completely accessible from the outdoors. The HUD technical manual for implementing adaptable dwelling unit specifications will be strictly adhered to. Blocking for grab bars, adaptable closet bar height, and roll out cabinets under the sinks will be standard construction features. Davis-Bacon wage rates for construction will apply to the project. **Note: funding for this project is time limited which will require an expedited project schedule to achieve a goal of substantial completion of Phase 2 by 06-30-2011.** Based on mutually agreed-upon program, schedule, and construction budget requirements, the architect shall prepare, for approval by the owner, schematic design documents consisting of drawings and other documents illustrating the scale and relationship of project components;

2. Preparing the construction bid package in conformance with the applicable federal HOME and CDBG requirements and supervising the bid advertising, tabulation, and award process, including preparing the advertisements for bid solicitation (working with HRDC to notify DBE firms), conducting the bid opening and issuing the notice to proceed;
3. Conducting the preconstruction conference;
4. Providing regular oversight of construction work, facilitating and recording weekly construction meetings, construction administration and preparing inspection reports;
5. Providing oversight and contracting of soil analysis including compaction reports and concrete analysis including "break tests";
6. Providing quality control to ensure the contractor is providing materials, labor and products consistent with what is identified in the design and specifications;
7. Providing quality control to ensure compliance with technical specifications and conformance with codes and standards;
8. Reviewing and approving all contractor requests for payment and submitting approved requests to Human Resource Development Council of District IX, Inc. for payment;
9. Providing one complete set of as-built, reproducible plan drawings to Human Resource Development Council of District IX, Inc. upon project completion;
10. Conducting final inspection necessary for certificate of occupancy and certificate of completion, etc.

C. Proposal Content

Three copies of the proposals and all supporting materials suitable for evaluation shall be submitted. Legibility, clarity, and completeness are essential. Proposals should provide assurance that the firm has the professional capability, availability, and to satisfactorily and timely complete all the tasks as described in Section B of this RFQ. Responses should include:

1. The firm's legal name, address, and telephone number;
2. The principal(s) of the firm and their experience and qualifications;
3. The experience, qualifications, and specific roles of other staff to be assigned to the project;
4. A description of the firm's prior experience, including design and construction management of similar projects (include information on the number of units, specific accessibility and special needs requirements, size of community, location, original construction estimate and final project costs, and name of the owner's representative who is knowledgeable regarding the firm's performance);
5. **A description of the firm's current work activities and how these would be coordinated with the project, as well as the firm's anticipated availability during the term of the project; and**
6. **A proposed work plan and schedule for activities to be performed.**

D. Time-Line

The architect contract will be awarded approximately January 15, 2010. Design completion and advertisement for construction bids should be completed by April 1, 2010. Construction bid award is anticipated to be April 30, 2010, with construction commencing immediately thereafter. Due to the time limitations on portions of the Project funding, Phase 2 must be near 85% to 90 % completed by June 30, 2011 with final completion with certificates of occupancy and ready for client use scheduled for August 1, 2011.

E. Respondents' proposals will be evaluated based on the following factors:

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| 1. Consultant Qualifications and Experience (including reference checks) – demonstrated competence and qualifications for service required | 30% |
| 2. Availability and Capacity of the personnel for the entire design team to be assigned to the project to respond and provide services in a timely manner | 30% |
| 3. Overall Quality of the Proposed Work Plan with Time and Events Schedule | 20% |
| 4. Technical Approach | 10% |
| 5. Summary of Problems and Solutions | 10% |

The selection of finalists to be interviewed will be based on a selection committee's evaluation of the written responses. The selection committee will personally interview finalists during the weeks of December 21st through December 31st 2009. For the interview, the finalist will be expected to discuss their work plan for the project. Finalists are encouraged to bring renderings/photos of related examples of work and any other pertinent past project information. Final selection of the first-ranked architectural firm will be based on all previously identified data. Contract negotiations will commence with the highest-ranked architectural firm. The contract will be awarded upon reaching an appropriate price for this work.

If an appropriate agreement cannot be reached with the highest-ranked firm, the second-ranked architectural firm will be approached, and so on. Final rankings will not be released until the architectural contract is awarded.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services. Accordingly, Human Resource Development Council of District IX, Inc. reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses deemed unqualified, unsatisfactory or inappropriate. The award will be made to the most qualified offeror whose proposal is deemed most advantageous to the Human Resource Development Council of District IX, Inc. all factors considered. Unsuccessful offerors will be notified as soon as possible. Human Resource Development Council of District IX reserves the right to increase the scope of work with the contractor as long as the increase is within the contractor's ability.

Questions should be directed and proposals should be delivered or sent to:

Heather Grenier, Special Projects Officer
Human Resource Development Council of District IX, Inc.
32 South Tracy, Bozeman, MT 59715
(406) 585-4891
hgrenier@hrdc9.org

A pre-proposal conference and site tour are scheduled for December 10, 2009, beginning at 10:00 A.M. at the project site, at 244 Cottonwood Road in Bozeman, Montana. Respondents are encouraged to attend. Specific questions about the project will be answered at this time. The site plan for the project will be available for in-house review only at the HRDC's offices at 32 South Tracy, Bozeman. All proposals must be received no later than 5:00 p.m. on December 18, 2009. Please indicate "Bozeman Peaks Condominiums Proposal" on the outside of the response package.

Human Resource Development Council of District IX, Inc. is an Equal Opportunity Employer. Minorities and women are encouraged to apply.

Human Resource Development Council of District IX, Inc. makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or the Contractor's ability to perform the essential duties of the job. In order for Human Resource Development Council of District IX, Inc. to make such accommodations, the applicant must make known any needed accommodation.

