



Montgomery Housing Authority

**525 South Lawrence Street
Montgomery, Alabama 36104**

Request For Qualification (RFQ) Number: RFQ 2017-01 Architect for the Plaza at Centennial Hill - Phase III

DATE OF ISSUANCE: Thursday, September 7, 2017

TYPE OF PROJECT: **Architectural Services for the Plaza at Centennial Hill - Phase III**

CONTACT PERSON: Sheila Brown, Interim Contracts/Procurement Administrator
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SUBMISSION DEADLINE: September 28, 2017 at 3:00 P.M. CST

SUBMISSION ADDRESS: Montgomery Housing Authority
Procurement/Contract Office
525 South Lawrence Street
Montgomery, Alabama 36104

Separate sealed RFQ's will be accepted to the Montgomery Housing Authority, Procurement/Contract Office, 525 South Lawrence Street, Montgomery, Alabama 36104, until the date and time noted above. RFQ's will be held in confidence and not released in any manner until after contract award. To obtain a full copy of the above named RFQ, please visit our MHA website at www.mhatoday.org/procurement. A copy of the RFQ can also be obtained by contacting Sheila Brown, Interim Contracts/Procurement Administrator at sbrown@mhatoday.org.

The responsibility for submitting a response to this RFQ at the Montgomery Housing Authority on or before the stated time and date will be solely and strictly the responsibility of the Architect. The Housing Authority is not liable for any costs incurred by the Architect prior to issuance of an Agreement. The Architect shall wholly absorb all costs incurred in the preparation and presentation of the submittal.

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PART I – GENERAL INFORMATION

1.1 Introductions

In compliance with 24 CFR 85.36, the Montgomery Housing Authority (MHA) hereby request RFQ's from qualified Architects to perform professional architectural services as described herein.

1.2 Method of Solicitation

MHA is soliciting competitive RFQ's from qualified Architect(s) with a documented record of accomplishment of providing the required services, preferably for public housing authorities or other agencies through a formal Request for Qualification (RFQ) process. The Architect's submittal should demonstrate detailed plans on how the Architect intends to provide the required services in a manner that will result in the successful and timely completion of the service(s). In addition, the Architect's submittal should demonstrate the Architect's capacity and readiness to perform the Scope of Services immediately upon execution of a contract with MHA. Finally, the Architect's submittal should include evidence of the Architect's previous experience and qualifications relative to the provision of such services.

1.3 Obtain Copies of this Solicitation

Single copies of this Request for Qualifications may be obtained, at no cost, by visiting the MHA website at: www.mhatoday.org.

Copies may also be picked up in person at the address below:

Montgomery Housing Authority
Procurement/Contract Office
525 South Lawrence Street
Montgomery, Alabama 36104

Persons wishing to be mailed copies may request via email: sbrown@mhatoday.org

PART II – SUPPLEMENTAL INSTRUCTIONS TO ARCHITECTS

2.1 Submittal Requirements

The instructions below provide guidance on what the qualification-based submittals should contain and how it should be organized. **Architects should deliver four (4) complete sets, (one (1) original and four (3) copies)** assembled in the order described in this RFQ, in a sealed envelope or box clearly marked with the words “**Architect for the Plaza at Centennial Plaza: - Phase III RFQ 2017-01**”

The Architect's sealed submittal shall be received by 3:00 P.M. CST, at the MHA Procurement/Contract Administration Office, 525 South Lawrence Street, Montgomery, Alabama, 36104 by the date indicated in Section 2.7-Schedule for Architect Selection.

All submittals must be prepared in accordance with the conditions and instructions provided herein. All submittals must remain open for acceptance for one hundred and eighty days (180) from the due date.

2.2 Interpretations/Questions

During the period between issuance of this RFQ and the Architect's Submittal due date, no oral interpretation of the RFQ's requirements will be given to any prospective Architect. Requests for interpretation must be made, in writing, at least 10 days before the submission due date and time to: Email: bbrown@mhatoday.org or Fax to 334-206-7196.

2.3 Addendum and Update Procedures for the RFQ

During the period of advertisement for this RFQ, MHA may wish to amend, add to, or delete from, the contents of this RFQ. In such situations, MHA will issue an addendum to the RFQ setting forth the nature of the modification(s). MHA will email (or send via regular postal mail or fax upon written request of Architects) any addenda to Architects of this RFQ Solicitation. The Architect may view addenda on MHA's website www.mhatoday.org. It shall be the responsibility of each Architect to insure they have any/all additional addenda relative to this RFQ.

2.4 Submittal Format

All submittals shall be prepared in 8 ½ x 11 inch format, preferably in three (3) ring binders. Larger size pages or inserts may be used provided, they fold into 8 ½ x 11 inches. All copies of the submittal must be identical in content and organizations. The format of the Architect's submittal must be structured the same as the format of the RFQ. Organized submittals into sections and tabbed for ease of review. Provide a comprehensive Table of Contents at the front of the submittal. Organize the submittal in response to the Submission Requirements; taking care to address all issues identified in Part IV- Scope of Service. The front cover of the submittal shall bear the name and number of the RFQ, the date, and the Architect's name, address, phone, fax number, and email address.

2.5 Submittal Forms

Provide, as a part of the submittal, all required certifications and HUD forms, licenses and proof of insurance. All forms that require a signature or initials must bear an original initial or signature.

2.6 Acceptance of Submittals

Submittals shall be signed, sealed, and received in completed form at the MHA, no later than the submittal due date and time. Architect's submittals received after the designated due date and time will not be accepted for any reason, and will be returned unopened to the Architect.

MHA reserves the right to accept or reject any or all submittals, to take exception to these RFQ specifications or to waive any formalities. Architects will be excluded from further considerations for failure to comply with the specifications for this RFQ.

MHA also reserves the right to reject the submittals of Architects, who have previously failed to perform properly or to complete on time an agreement of similar scope or that is not in a position to perform under the terms of the Agreement.

2.7 Schedule for Architect Selection

Architect's submittals received prior to the closing date and time will be securely kept and unopened. MHA's Evaluation Committee, appointed by the Executive Director, will evaluate all submittals properly received. The architect selection process will adhere to the following schedule:

RFQ Advertising Period	September 7-September 27, 2017
Architect's Submittals Due	September 28, 2017
MHA Evaluation Period	September 29-October 7, 2017
MHA/Architect Interviews	October 2, 2017
Evaluation Committee Recommendation to ED	October 5, 2017
Architect Recommendation to Mod. Committee	October 10, 2017
Architect Recommendation Board of Commissioners	October 17, 2017

2.8 Withdrawal of Submittals

The Architect's submittal may be withdrawn by means of a written request or faxed requests dispatched by the Architect in time for delivery in the normal course of business prior to the time fixed for receipt and must be signed by the Architect. Negligence on the part to the Architect in preparing their submittal confers no right to make modifications or withdraw proposal after the due date and time.

2.9 Execution of Agreement

Interested Architects will be required to prepare a submittal according to the evaluation criteria contained herein. The execution of the Model Form of Agreement between Owner and Design Professional (form HUD 51915) will be in accordance with Part V-Procurement Process.

2.10 HUD Debarment and Suspension List

The Architects and all subcontractors' names or businesses must not appear on the HUD's Debarment and Suspension list (www.epls.gov).

2.11 Certification of Legal Entity

Prior to execution of the Model Form of Agreement Between Owner and Design Professional (form HUD 51915), the Architect shall certify that joint ventures, partnerships, team agreements, new corporations, or other entities that either exist or will be formally structured are, or will be, legal and binding under Alabama State Law and the City and County of Montgomery, Alabama.

2.12 Cost Borne by Architect

All cost related to the preparation of this submittal and any related activities are the responsibility of the Architect. MHA assumes no liability for any costs incurred by the Architect throughout the entire selection process.

2.13 Best Available Data

All information contained in this RFQ is the best data available to MHA at the time the RFQ was prepared. The information provided in this RFQ is not intended as representation having binding legal effect. This information is furnished for the convenience of Architects and MHA assume no liability for any errors or omissions.

2.14 Contacts with MHA Staff, Board Members, and Residents

Beyond the above referenced written communications, Architects and their representatives may not make any other form of contact with MHA Staff, Board Members, or Residents. Any improper contact by or on behalf of Architects will be considered grounds for disqualification.

2.15 Licenses

The selected Architect shall have and maintain all required Licenses necessary to conduct business in the City and County of Montgomery and the State of Alabama. All licenses shall be kept up to date for the duration of the executed agreement. Copies of all licenses must be submitted to the Procurement/Contract Office prior to the execution of the referenced Agreement.

2.16 Architect Responsibilities

Each Architect is presumed by MHA to have thoroughly studied this RFQ and become familiar with the contents, locations, nature of requests, covered by the RFQ. Any failure to understand completely any aspect of this RFQ is the responsibility of the Architect.

2.17 No Claim Against MHA

The Architect shall not obtain, by providing a submittal in response to this RFQ, any claim against MHA or MHA's property for reason of all or any part of any of the following: the selection process; the rejection of any or all submittals; the acceptance of any submittals; entering into any agreements or the failure to enter any agreements; any statement, representations, acts or omissions of MHA or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and any other matters arising out of the foregoing.

PART III – SUBMISSION REQUIREMENTS

Listed below are the sections that must be included in Architect's submittal. Each section must be clearly labeled using the bold-faced titles listed below. The required submission must be bound and each section tabbed.

3.1 Company Information

Furnish a brief history of your company including how long the company has been in business and all office locations.

3.2 Staffing and Qualifications

Provide information regarding staff experience and qualifications that demonstrates the Architect's capacity to perform the required services. Include an organizational chart that illustrates Architect's overall staffing approach for completing the required work. Include in the chart all key personnel, specialists, and consultants who will be assigned work under an Agreement potentially resulting from this RFQ.

3.3 Relevant Experience and Past Performance

- A. Identify similar or related work performed for public housing authorities or other public agencies that have been completed to date, or currently active. Include projects completed or currently underway by the Architect and/or each major participant in the proposal. For each project identified provide:
1. Project name and address
 2. Contact person, title, phone number, email, fax and address
 3. Detailed description of scope of work and historic importance
 4. The client for whom the Architect's services were performed
 5. The size of the project
 6. The services performed by the Architect on the project
 7. The dollar value of the agreement for the services
 8. The duration of the project including start and completion dates, or projected completion date if still active

9. A reference contact for the project with name, address, email and phone number
- B. Identify past experience in performing work for public housing authorities or other agencies by the Architect and/or its participants.
- C. Demonstrate ability to perform the services that are well regarded in the industry in terms of content, timeliness, and responsiveness.
- D. Demonstrate, through written explanation, the Architect's familiarity with Federal, State and local laws, regulations and codes that the Architect believes may be pertinent or applicable to this project.
- E. If the Architect is a joint venture, or another entity formed solely for responding to this RFQ, provide evidence of prior successful collaborations.

3.4 References

Provide a list of clients, previous and current. This list must include the name and title of the contact person, with an address, email phone number, and fax number.

3.5 Architect's Approach and Response to Scope of Service

- A. Provide a detailed narrative that demonstrates the approach intended for use by the Architect.
- B. The Architect should outline its anticipated approach for each element of work identified in Part IV-Scope of Services.
- C. The approach outlined should be consistent with the objectives and requirements set forth in the RFQ, and should address how services will be immediately provided upon execution of an Agreement.
- D. Provide a narrative and bar graph schedule indicating how the work will proceed under the Agreement.
- E. Include proposed processes for ensuring effective coordination, as well as procedures for reporting and disseminating information.

3.6 Professional Fees

NO PROFESSIONAL FEE INFORMATION IS REQUESTED. NO PROFESSIONAL FEE INFORMATION SHOULD BE INCLUDED IN THE ARCHITECT'S RESPONSE TO THIS REQUEST FOR QUALIFICATIONS. Negotiation of a reasonable professional fee, for the required scope of work as it is assigned, will be conducted with the selected firm.

3.7 Required Certifications/Forms

Each proposal shall contain a copy of the following HUD forms, which maybe downloaded from the Procurement page on MHA’s web site: www.mhatoday.org.

- A. **Form HUD-5369-B**, Instructions to Architects – Non Construction
- B. **Form HUD 5369-C**, Certifications and Representations of Offers – Non-Construction
- C. **Form HUD SF-LLL**, Disclosure of Lobbying Activities
- D. **Form HUD 50071**, Certification of Payments to Influence Federal Transactions
- E. **Form HUD 50070**, Certification for a Drug-Free Workplace

PART IV - SCOPE OF SERVICE

The Montgomery Housing Authority will self-develop forty (40) new public housing units for The Plaza at Centennial Hill-Phase III. The forty (40) units include sixteen (16) 1-bedroom units, sixteen (16) two-bedroom units and eight (8) three-bedroom units. The site includes a portion of the former Tulane Court public housing site and possibly two vacant adjacent parcels. A masterplan and schematic design will be provided by MHA.

The Architect shall provide Phases and Basic Services as described in the Model Form of Agreement between Owner and Design Professional (form HUD-51915). The Architect shall provide professional services in the following areas:

- Architecture
- Site Planning
- Structural Engineering
- Mechanical Engineering
- Electrical Engineering
- Civil Engineering
- Landscape Architecture
- Cost Estimating
- Construction Contract Administration

PART V - PROCUREMENT PROCESS

5.1 Evaluation Process

The following procedures will be followed for the evaluation:

- A. An Evaluation Committee will be formed.
- B. All submittals are evaluated individually on qualifications and experience of the Architect. The evaluation will consist of a qualitative review of the Architect’s submittal

to determine how it meets the minimum requirements.

- C. The evaluation committee will select those submittals determined to be within the competitive range (minimum score of **65 points** or above).
- D. The Authority reserves the right to make an award based solely on the Architect's submittal or to negotiate further with one or more Architects.
- E. MHA may request those Architects whose submittals are in the competitive range make on-site presentations concerning their qualifications to MHA's Evaluation Committee and/or the Board of Commissioners.
- F. Negotiation of a reasonable professional fee for the intended scope of work as it is assigned will be held with selected Architect.
- G. MHA reserves the right to make no award, or decline to enter negotiations should it believe that no Architect responding to this RFQ would be capable of delivering the necessary level of service within an acceptable professional fee range and/or project schedule.

5.2 Evaluation Criteria

A. Organizational Capacity:

30 Points

- 1. Architect's organizational capacity will be evaluated through an assessment of the Architect's staff, specialists', and consultants' experience and qualifications. In addition, the Architect's ability to perform the work in a timely manner will be evaluated through a review of previous performance on similar projects, as well as current and projected capacity and workload.
- 2. Maximum consideration will be given to those Architects having staff with the greatest amount of experience in performing work as required herein, and who can demonstrate sufficient capacity to perform the work timely given current and projected workload.

B. Relevant Experience and Past Performance:

30 Points

- 1. Relevant experience and past performance will be evaluated through an assessment of previous, similarly related projects completed to date.
- 2. Maximum consideration will be given to those Architects, who demonstrate through their submittal, a documented track record of successfully completing projects of the same type required by this RFQ.
- 3. Maximum consideration will also be given to those Architects who exhibit a successful track record of performing similar services for public housing authorities.

C. Architect’s Approach and Response to Scope of Service: 30 Points

1. The Architect’s approach and response to the Scope of Service will be evaluated through an assessment of the proposed approach for each element of work identified in the Scope of Service.
2. Maximum consideration will be given to those Architects, who demonstrate through their submittal, a clear and prudent plan for performing the required work.

Additional Points:

D. Disadvantaged Business Enterprise (DBE) And Section 3 Participation Plan:

DBE / WBE participation 5 points
Section 3 participation 5 points

1. The level of Disadvantaged Business Enterprise (DBE), Woman Business Enterprise (WBE) and Section 3 participation will be evaluated through an assessment of the action plans and participation schedules submitted.
2. Maximum consideration will be given to those Architects, who demonstrate through their submittals, that MHA’s stated participation goals, in terms of DBE, WBE, and Section 3 business enterprise contracting, and Section 3 resident employment and training, will be met.

5.3 Summary of Evaluation Criteria

Technical:

Organizational Capacity	30 Points
Relevant Experience and Past Performance	30 Points
Architect’s Approach/Response to Scope of Service	30 Points
Total	90 Points

ADDITIONAL POINTS:

DBE and WBE Participation Plan	5 Points
Section 3 Participation Plan	<u>5 Points</u>
Total	10 Points
Total Possible Totals	100 Points