

Harrisonburg Redevelopment and Housing Authority
REQUEST FOR PROPOSALS
Architectural and Design Services
Posted August 1, 2018

A. Introduction

The Harrisonburg Redevelopment and Housing Authority ("the Authority") seeks proposals from qualified architects/engineers for development design and construction document development for the construction of 3 housing units, 1 duplex and 1 single family home located in the City of Harrisonburg. The proposed project plans will be used by the Authority for the construction of housing for disabled adults and families, as well as, planning and rezoning purposes.

Offerors submitting proposals to the RFP must not be debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local Agency.

Two physical and *one* electronic proposal in response to this RFP are due no later than 12:00 noon (Eastern Standard Time) on August 29, 2018 and should be addressed as follows:

PROPOSAL:

Michael G. Wong, Executive Director
Harrisonburg Redevelopment and Housing Authority 286
Kelly Street
P.O. Box 1071 Harrisonburg, VA
22802

Appointments may be made to view the sites prior to bidding by contacting Duane Bontrager at (540) 271-4244.

Questions regarding this RFP should be directed to Duane Bontrager, Construction and Maintenance Manager, dbontrager@harrisonburgrha.com prior to August 15, 2018.

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP AT THE OFFICES OF HARRISONBURG REDEVELOPMENT AND HOUSING AUTHORITY ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. HRHA WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE UNITED STATES MAIL DELIVERY OR CAUSED BY ANY OTHER OCCURRENCE. NO FACSIMILIES WILL BE ACCEPTED.

The Authority reserves the right to reject any and all proposals.

B. Background

The Authority serves residents of the City of Harrisonburg by providing affordable housing for low-income families, including seniors and individuals with disabilities. The agency's mission and philosophy is:

Mission

To promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination; and to foster redevelopment of blighted areas to ensure the economic, social and housing vitality of our community.

Philosophy

To treat all individuals with respect and dignity, to base all decisions on rational and provable data and to operate with efficiency in the delivery of all services.

The Harrisonburg Redevelopment and Housing Authority is a political subdivision of the Commonwealth of Virginia created pursuant to Title 36 of the Code of Virginia. An election was held in accordance with the Act on November 8, 1955, at which a majority of the qualified voters of the City voting in such election approved the need for a Redevelopment and Housing Authority to be activated in the City. The Authority was duly organized on November 29, 1955, and it has been in operation since that date without interruption.

The Authority operates under state enabling legislation and federal housing regulations of the Department of Housing and Urban Development (HUD). The Harrisonburg Redevelopment and Housing Authority manage 129 project based housing units and administer over 843 Housing Vouchers. It employs 21 individuals and operates on an annual budget of approximately \$9 million.

C. Solicitation

The Authority is soliciting proposals from qualified architectural/engineering firms for developmental design and construction document services to assist in constructing 3 units on HRHA owned property on East Gay Street, located between 610 East Gay Street and 405 Summit Street, Harrisonburg, VA. The final product will be used by the Authority to address critical housing needs, determine highest use of the properties, and effective use of agency resources. Though the scope of work does not include all of these elements, the successful offeror will have a working knowledge of and experience with affordable housing development, experience working with HRHA and Housing and Urban Development's Housing Quality Standards (HQS).

D. Scope of Work

Work closely with Authority personnel and local government for the developmental design and construction document development for the new construction of a duplex with two 1-bedroom units and a 2-bedroom single family home. The duplex and single family home will be constructed on Lot 4, property owned by HRHA, located on East Gay Street, located between 610 East Gay Street and 405 Summit Street, Harrisonburg, VA. Elements of the assessment include:

1. Developmental Design The consultant will create schemes that:
 - a. Encourage neighborliness and other desirable activities.
 - b. Blend with the surrounding neighborhood.
 - c. Are attractive and can be maintained to remain attractive.
 - d. Units constructed to EarthCraft or LEED standards.
 - e. Are suitable for low-income transitional neighborhoods.
 - f. Meet the criteria for the project base housing application
 - g. Use of Universal Design for all design features with recommendation on units that are able to meet full ADA requirements.
 - h. Incorporation of passive and active energy options.
 - i. Provide cost estimates for options
 - j. Are in compliance with current zoning regulations for the property
2. Prepare, present and discuss a draft report detailing findings and recommendations for review by HRHA staff. The draft plans will include design drawings and explanatory text, as needed.
3. Working closely with housing authority personnel, local government, and consultants to develop and complete comprehensive construction documents.
4. Prepare specification and plans for construction (physical and electronic copies of all documents)
5. Assure that the construction documents are in conformance with generally accepted architectural and engineering practices and comply fully with all applicable codes and regulation including, but not limited to, the US Department of Housing and Urban Development's, **General Conditions of the Contract for Construction**, form HUD- 5370, Virginia Uniform Statewide Building Code, and the Uniform Federal Accessibility Standards.
6. Provide specification, which reflect current requirements, standard and product availability.
7. Provide the Authority with two complete notebooks of cut, or tear, sheets of all products that are used as the basis of design of this project when completed construction documents are submitted for final review. All sheets shall be labeled and cross-referenced to the section of the specification where they are stipulated. The notebook shall be assembled in an order using the specification division and section format.

8. Be prepared to begin work on project within 30 days of bid acceptance. All work should be completed within 4 months of contract execution.
9. Appointments may be made to view the sites prior to bidding by contacting Duane Bontrager at (540) 271-4244

E. Evaluation of Proposals

Proposals will be evaluated and the contract awarded in accordance with U.S. Department of Housing and Urban Development procurement regulations, the "Procurement of Professional Services" provisions of the Virginia Public Procurement Act (Section 11-35 ff. of the Code of Virginia of 1950) and the Purchasing Policy of the Housing Authority. Any architectural/engineering firm, which has the capability to perform these services and desires to be considered for selection is invited to submit a proposal, which responds to the following evaluation factors and additional requirements of this RFP:

1. Evaluation Factors

EVALUATION FACTOR	<u>POINTS</u>
a. Demonstrated expertise in affordable housing design and development, ability to work with community members to incorporate any neighborhood concerns with project design. Emphasis on housing experience that meets energy efficiency and promotes a design that creates an inclusive neighborhood.	20
b. Ability to meet time frame.	30
c. Description of the proposed evaluation process, work plan.	10
d. Relevant training, knowledge, experience and level of involvement of the principal(s) and proposed evaluation team.	10
e. Any non-binding fee estimate information that may be provided, including reimbursable expenses.	10
f. Proposal implementation schedule and project timeline.	10
g. MBE Participation.	10
TOTAL POSSIBLE POINTS	100

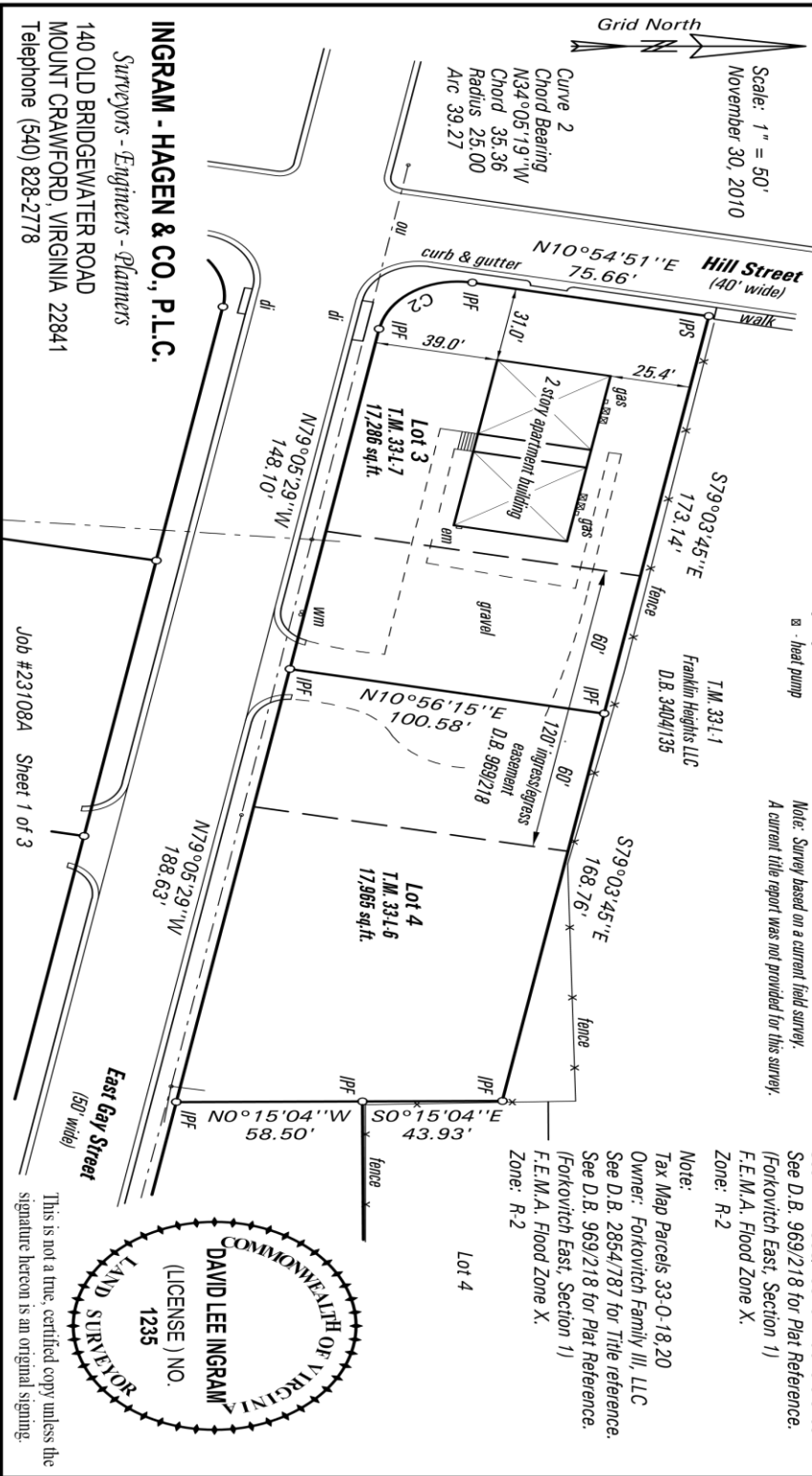
G. Additional Requirements

1. Submit a list of references of past clients for previous work of a similar nature for organizations of comparable size to the proposed scope of work.
2. MBE certification or similar documentation, if applicable.

Lot 4 East Gay Street

Title Survey of Nine Lots Standing in the name of Forkovitch Family II, LLC, Forkovitch Family III, LLC and Forkovitch Family IV, LLC City of Harrisonburg, Virginia

Scale: 1" = 50'
November 30, 2010



- IPF - Iron Pin set
- IPF - Iron Pin found
- PPF - Iron Pipe found
- PT - Point by pole
- samb - sanitary manhole
- stmb - stormwater manhole
- oh - building overhang
- ou - overhead utility
- di - storm water inlet
- em - electric meters
- wm - water meters
- gas - gas meter
- h - heat pump

Note:
Tax Map Parcels 33-L-5, 33-O-16, 33-X-4
Owner: Forkovitch Family IV, LLC
See D.B. 2583/411 for Title Reference.
See D.B. 533/692 for Plat Reference.
F.E.M.A. Flood Zone X.
Zone: R-2

Note:
For Parcels 33-L-6, 7 and 33-O-17, 18, 19, 20:
a 10' easement is provided along side and
rear lot lines for utility and drainage.
Note: Survey based on a current field survey.
A current title report was not provided for this survey.

Note:
Tax Map Parcels 33-L-6 and 33-O-17, 19
Owner: Forkovitch Family II, LLC
See D.B. 2583/405 for Title reference.
See D.B. 969/218 for Plat Reference.
Forkovitch East, Section 1)
F.E.M.A. Flood Zone X.
Zone: R-2

Note:
Tax Map Parcel 33-L-7
Owner: Forkovitch Family III, LLC
See D.B. 2583/408 for Title reference.
See D.B. 969/218 for Plat Reference.
Forkovitch East, Section 1)
F.E.M.A. Flood Zone X.
Zone: R-2

Note:
Tax Map Parcels 33-O-18, 20
Owner: Forkovitch Family III, LLC
See D.B. 2854/787 for Title reference.
See D.B. 969/218 for Plat Reference.
Forkovitch East, Section 1)
F.E.M.A. Flood Zone X.
Zone: R-2

INGRAM - HAGEN & CO., P.L.C.
Surveyors - Engineers - Planners
140 OLD BRIDGEWATER ROAD
MOUNT CRAWFORD, VIRGINIA 22841
Telephone (540) 828-2778



This is not a true, certified copy unless the signature hereon is an original signing.

Match Sheet 2

Match Sheet 3