

Harrisonburg Redevelopment and Housing Authority
REQUEST FOR PROPOSALS
Architectural and Engineering services
Posted September 17, 2021

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 remodeling of Lineweaver Annex, located at 29 W. Rock St., Harrisonburg Virginia. This will include replacement of EIFS, insulation and energy efficiency upgrades and improvements to the building envelope including roof replacement.

The following documents may be obtained from HRHA's Administrative Office located at 286 Kelly Street, Harrisonburg, Virginia, by phone request at (540) 434-7386 or on the HRHA website

<https://harrisonburgrha.com>

- Request for Proposal for A & E Services for Lineweaver Annex
- PDF copy of Lineweaver Annex floor plans and elevations
- PDF copy of HERS Ratings/Energy Modeling Assumptions

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

PROPOSALS in response to this RFP (unbound original and 3 copies) are due no later than 2:00 pm (Eastern Standard Time) on **October 20, 2021** and should be addressed as follows:

PROPOSAL: Lineweaver Annex Renovation
Duane Bontrager, Construction and Maintenance Manager
Harrisonburg Redevelopment and Housing Authority
286 Kelly Street
P.O. Box 1071
Harrisonburg, VA 22802

Questions regarding this RFP should be directed prior to **October 15, 2021** to Duane Bontrager, Phone 540-271-4244, or email dbontrager@harrisonburgrha.com

HRHA reserves the right to reject any and all proposals.

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.

B. Background

HRHA serves residents of the City of Harrisonburg by providing affordable housing for low-income families, including seniors and disabled individuals. 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 manages 279 housing units and administer over 956 Housing Vouchers. It employs 26 individuals and operates on an annual budget of approximately \$9 million.

The Lineweaver Annex at 29 West Rock Street in downtown Harrisonburg contains 60 one-bedroom units designated for elderly persons and persons with disabilities with incomes at or below 60% of the median income. It was built as an addition to the JR "Polly" Lineweaver Apartment building in 1993.

C. Solicitation

The Authority is soliciting proposals from qualified architects to develop construction documents to make improvements to the building envelope including the removal and replacement of EIFS with new EIFS or other weather proofing material, replace the roof and add solar panels. With an emphasis on increased energy efficiency, the proposal is also to include improvements to insulation, window and PTAC upgrades to achieve a HERS rating of less than 70. All HRHA projects use EarthCraft building techniques.

The final product will be used by the Authority for the renovation of the proposed building. The successful offeror will have a working knowledge of and experience with the public housing industry and public/affordable housing development.

D. Scope of Work

Work closely with Authority personnel for the developmental design, construction document development, bidding and award of construction contract and construction administration for the renovation of Lineweaver Annex. Elements of this proposal will include:

1. Working closely with housing authority personnel, local government, and consultants to develop and complete comprehensive construction documents that can be used to obtain permits from the city of Harrisonburg.
2. Prepare, present and discuss a draft report detailing recommendations for review by HRHA staff. The draft plans will include design drawings and explanatory text.
3. Provide cost estimates for all options.
4. Assure that the construction documents are in conformance with generally accepted architectural 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 Public Housing Programs**, form HUD-5370, Virginia Uniform Statewide Building Code, and the Uniform Federal Accessibility Standards.
5. Provide specification for products which reflect current requirements, standards and product availability at present and, as much as realizing that predicting the future is difficult, using products that are standardized for future maintenance needs.
6. Provide the Authority all construction drawings, documentation and specifications in paper, pdf and AutoCAD format.
7. Provide the Authority with three 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. Upon completion of construction provide Architects Certification in order to obtain Certificate of Occupancy.
9. Project will include:
 1. Repair and replace EIFS on building
 2. Replace roof
 3. Energy efficiency measures:
 - a. Use EarthCraft building practices
 - b. The project needs to achieve a HERS rating of 70 or less
 - c. Increase energy efficiency of building external envelope
 - d. Add insulation to roof
 - e. Replace existing PTACs with high efficiency heating and cooling system
 - f. Dehumidification measures to achieve relative humidity of 40 – 60%
 - g. Solar panels on roof if possible
 - h. Update water heaters if possible
 - i. Change lights in units and common areas to LED fixtures
10. Project will meet Section 504 accessibility standards where applicable

E. Evaluation of Proposals

Proposals will be evaluated and a contract awarded in accordance with US 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), federal HUD regulations (24 C.F.R. part 85), the Virginia Public Procurement Act (Virginia Code § 2.2-4300 et seq.), and the Authority’s Purchasing and Contracting Policy (available on our website, www.harrisonburgrha.com). 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. The Authority may conduct discussions with offerors in accordance with the authorities referenced above whose professional qualifications and proposals are deemed the most meritorious by the Authority in its sole discretion. The final contract will be awarded to the responsible firm whose proposal is most advantageous to the project with price and other factors considered.

EVALUATION FACTOR	POINTS
a. Project Methodology and Quality Assurance, description of the proposed evaluation process, work plan	30
b. Demonstrated expertise in affordable housing design and development, ability to work with community members in low rent neighborhoods. Emphasis on housing that meets HQS and Project Base voucher standards.	10
c. Relevant training, knowledge, experience, and level of involvement of the principal(s).	10
d. Proposal implementation schedule and project timeline. Reasonableness of timeline; demonstrated ability to meet timeline	30
e. Any non-binding cost estimate (other than for professional services), including reimbursable expenses.	10
f. LEED or Earth Craft Professional Credentials	5
g. Minority or Women business enterprise (MBE) certification	<u>5</u>
TOTAL POSSIBLE POINTS	100

G. Additional Requirements

1. Current licensing and registration with the Commonwealth of Virginia and a current policy of Errors and Omissions insurance.
2. List of references of past clients for work of a similar nature for organizations of comparable size to the proposed scope of work.
3. Completed form HUD-5369-C (Certifications and Representations of Offerors: Non-Construction Contract). http://www.hudclips.org/sub_nonhud/html/pdf/forms/5369-c.pdf.
4. MBE certification or similar documentation, if applicable.
5. LEED certification or similar documentation, if applicable.