

Harrisonburg Redevelopment and Housing Authority
REQUEST FOR PROPOSALS
Architectural and Design Services
September 26, 2022

A. Introduction

The Harrisonburg Redevelopment and Housing Authority ('the Authority' or HRHA) seeks proposals from qualified architects/engineers for development design and construction document development for the construction of a mixed use facility with proposed 30 one-bedroom dwelling units and office spaces for HRHA in the City of Harrisonburg. The proposed project plans will be used by the Authority for the construction of permanent supportive housing, 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 November 30, 2022 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 November 10, 2022.

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 owns and manages 280 housing units and administer over 966 Housing Vouchers. It employs 24 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 30 units on HRHA owned property on East Washington Street, located on the northwest corner of the intersection of East Washington Street and Commerce Drive in Harrisonburg, VA. The physical address is 298 East Washington Street.

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, designing to meet various construction fund requirements and Housing and Urban Development's construction standards.

D. Scope of Work

The chosen firm will work closely with Authority personnel and local government for the developmental design and construction document development for the new construction of 30 one bedroom dwelling units. This facility will also include community and office spaces for use by HRHA and community service providers. The building will be constructed on the lot at 298 East Washington Street, Harrisonburg, VA, a property owned by HRHA, located in Harrisonburg, Virginia at the intersection of East Washington Street and Commerce Drive, on the north side of East Washington Street and the west side of Commerce Drive.

Elements of the proposal should 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
 - j. Are in compliance with current zoning regulations for the property or recommendations for any necessary rezoning that might need to occur
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 document). Specifications need to reflect current requirements, standards and product availability. Specifications and plans must account for long term maintenance needs in all aspects of the project.
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 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.

7. Be prepared to begin work on project within 30 days of bid acceptance. All work should be completed within 4 months of contract execution.
8. 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.	25
b. Ability to meet time frame.	25
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.