REQUEST FOR QUALIFICATIONS
FOR

ARCHITECTURAL AND ENGINEERING SERVICES

Housing Authority of the City of Longview, dba
Housing Opportunities of SW Washington (HOSWWA) &
Joint Pacific County Housing Authority (JPCHA)
820 11th Ave.
Longview, WA 98632
(360) 423-0140

Date of Issuance: July 16, 2020

Contact: RFQ Committee HOSWWA/JPCHA
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Proposals are due no later than 4:00 pm (PST) on August 6, 2020
I. Purpose

The Housing Authority of the City of Longview, dba Housing Opportunities of Southwest Washington (HOSWWA), is soliciting proposals from qualified firms to provide architectural/engineering services on an indefinite-quantity basis for a period of three (3) years with an option to renew for one (1) to three (3) additional years at the agencies discretion. It is intended that this solicitation will serve both HOSWWA and Joint Pacific County Housing Authority (JPCHA).

II. Background

The Housing Authority of the City of Longview is a public body, corporate and politic, of the State of Washington that is authorized by and operates under the authority of the State Housing Authorities Law (RCW 35.82) and the Housing Cooperation Law (RCW 35.83). The agency operates under jurisdictional agreements in Cowlitz (except Kelso, Kalama), Lewis, Pacific (under Joint Pacific County Housing Authority), and Wahkiakum Counties.

HOSWWA is governed by a six-member Board of Commissioners that provide oversight and control of the agency. The CEO is appointed by the Board and takes responsibility for day-to-day operations of the Housing Authority. Board members are appointed by the Mayor of Longview. Joint Pacific County Housing Authority (JPCHA) is governed by a six-member Board of Commissioners appointed by the Mayors of Ilwaco, Raymond and Long Beach as well as the Pacific County Commissioners. HOSWWA serves as the Administrator and Developer for JPCHA and the HOSWWA CEO serves as the Executive Director for JPCHA.

HOSWWA has a staff of 42 and manages a portfolio of 379 units (85 are JPCHA units) of affordable housing serving seniors, disabled and families with children. HOSWWA also administers 1476 Housing Choice Vouchers located throughout the agencies four County jurisdiction. Additionally, HOSWWA runs an award-winning program serving homeless Veterans that provides housing in a supportive services environment.

Funding for HOSWWA/JPCHA’s programs comes from the US Department of Housing and Urban Development (HUD); US Department of Agriculture Rural Development (USDA RD), Washington State Housing Finance Commission and the IRS for the Low Income Housing Tax Credit (LIHTC) program, US Veterans Administration (VA), Washington State Department of Commerce and other competitive state and local grants.

III. Scope of Services

Qualified professional Architectural/Engineering Firms are hereby invited to submit a proposal to HOSWWA/JPCHA for A&E services. HOSWWA/JPCHA intend to enter
negotiations with qualified full-service A&E firms to furnish all services required to develop construction plans and technical specifications and contract administration for new construction, modernization, and rehabilitation projects. HOSWWA/JPCHA propose to use the services of the selected firms on specific projects to be designated by HOSWWA/JPCHA. This work will consist of an undetermined number of individual projects or assignments.

Services may include, but are not limited to, the following:

- Site investigations and inspections for modernization/rehabilitation activities.
- Site planning and Landscape Design.
- Civil Engineering.
- Create plan for remediation of any identified hazardous materials, if necessary (i.e. lead based paint, asbestos, etc.)
- Prepare preliminary designs.
- Prepare construction documents including all drawings, specifications, and details necessary for construction contract bidding documents.
- Prepare estimated construction costs.
- Ensure planned improvements comply with all currently applicable accessibility requirements.
- Assist with the bid process and award of contract, including the pre-bid conference.
- Provide construction monitoring services, including but not limited to attending the pre-construction conference, review and approve contractors’ submittals (shop drawings, pay requests, and progress schedules) and prepare change orders.
- Prepare plan for incorporation of “green” building elements.
- Prepare Capital Needs Assessments.

**NOTE:** All firms offering a proposal shall be experienced in all aspects of design/construction and renovation of residential and commercial type buildings, site development and new construction activities, if necessary. It is the responsibility of the selected firms to ensure that all services are performed using prudent planning, architectural, and engineering practices in accordance with the latest codes and regulations and any other applicable design standards, including HUD and Washington State standards.

**IV. Content of Proposals**

HOSWWA/JPCHA request that interested respondents submit a proposal containing the following:

A. Letter summarizing the respondent’s interest in providing A&E services to the Housing Authority, identifying the point of contact at the firm, describing respondents
understanding of the services required and a brief statement of the firm’s areas of specialization.

B. Demonstration of firms understanding of affordable housing design standards responsive to low income populations that may include, elderly, disabled, and families with children.

C. Documentation of ability to satisfactorily perform the described services and in a timely manner, including:
   a. Professional qualifications and Principal and Staff Profiles.
   b. Statement of areas of expertise within the firm and/or list of resumes of proposed professional sub-contractors.
   c. Evidence of prior affordable housing A&E experience and technical competence.
   d. Technical skill including knowledge of all local, Washington State and Federal codes as well as standards of accessibility to include Section 504.
   e. Demonstrated construction management experience.
   f. Statement of staff/firm capacity to take on additional work.
   g. Names and contact information for at least 3 references for whom the firm has performed similar work.

D. Methodology for Pricing Services
   a. How does your firm approach pricing for new projects?
   b. Please provide the pricing for your last 2 new construction and last 2 renovation projects, with your fee as a percentage of base construction cost. Please note what A&E services are included in your fee, and what services are excluded.

E. Experience with cost Efficient Design
   a. Please describe your approach to reducing construction costs.
   b. What techniques have you used to reduce construction costs without compromising the quality of construction and/or the quality of the housing provided.

F. Technical Requirements
   a. Evidence of Professional Licensing for firm and subs.
   b. Evidence of Insurance coverage to meet requirements in Item VII for firm and any named subs.
   c. Evidence of current business licensing and registration with Washington State.

V. Evaluation Criteria and Selection

Proposals will be evaluated by HOSWWA/JPCHA’s RFQ Committee designated by the CEO. Evaluation Criteria are as follows:
### Evaluation Criteria

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<tr>
<th>Criteria</th>
<th>Max Points</th>
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<td>Recent experience of the project team in rehabilitation and/or design of affordable housing</td>
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<td>Familiarity with requirements of affordable housing including residential and building codes, accessibility standards, wage requirements, inspection requirements, green building standards etc.</td>
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<td>Demonstrated ability to satisfactorily perform the described services as evidenced by the documentation provided</td>
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<td>Efficient pricing of A &amp; E Services</td>
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<td>Experience with Cost Efficient Design and design standards reflective of the needs of the target population</td>
<td>15</td>
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<tr>
<td>References</td>
<td>10</td>
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**NOTE:** Interviews of qualified firms based on HOSWWA/JPCHA criteria will be carried out following review of submissions with final selection(s) thereafter.

### VI. Deadline

Due to COVID-19 restrictions, HOSWWA/JPCHA is accepting electronic applications by email. Full pdf application must be submitted by **4 p.m. on August 6, 2020.** [Jennifer.Westerman@hoswwa.org](mailto:Jennifer.Westerman@hoswwa.org) subject line: A&E RFQ Response: (firm name)

### VII. Insurance Requirements

Firm selected must be able to meet HOSWWA/JPCHA’s insurance requirements:

- General Liability: $1,000,000 per occurrence
- Automobile liability: $1,000,000 per occurrence
- Workers’ Compensation and Employer’s liability: $1,000,000 per occurrence
- Professional Errors and Omissions Liability: $1,000,000 per occurrence

### VIII. HOSWWA/JPCHA’s Reservation of Rights

- HOSWWA/JPCHA reserve the right to reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed to be in the HOSWWA/JPCHA’s best interest.
- HOSWWA/JPCHA reserve the right to not award a contract pursuant to this RFQ.
- HOSWWA/JPCHA reserve the right to select multiple firms in a “roster” and request proposals for individual projects.
- HOSWWA/JPCHA reserve the right to negotiate fees proposed by any proposer entity.
HOSWWA/JPCHA reserve the right to reject and not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals.

IX. Level of Effort and Funding

It should be clearly understood that all services requested in this RFQ are on an “as needed basis” and that any dollar value referred to in this RFQ in no way constitutes a guarantee of the level of effort that may be requested of the successful Respondent, or guarantee a certain dollar amount.