

RFP 2009-12

**REQUEST FOR PROPOSALS FOR
ARCHITECTURAL AND ENGINEERING SERVICES
RENOVATION/MODERNIZATION OF
PUBLIC HOUSING DEVELOPMENTS**

PROPOSALS DUE: August 4, 2009, by 4:30 p.m.

THE HUNTSVILLE HOUSING AUTHORITY

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Growing Communities One Family At A Time

The Huntsville Housing Authority (HHA) plans to contract for architectural/engineering services for the redevelopment and/or modernization of HHA-owned properties in conjunction with funding opportunities through the U.S. Department of Housing and Urban Development (HUD) and other federal, state or local agencies pursuant to the Housing and Economic Reform Act (HERA), American Recovery and Reinvestment Act (ARRA), and any and all other opportunities with accelerated obligation and expenditure dates. Contracts with Architectural and Engineering firms will be contingent upon funding.

Generally the projects may consist of, but not limited to, the following:

I. Description of project –Johnson Towers ARRA-CFRC

a. Project description

The proposed project is common area upgrades for the benefit of the special needs population in a Huntsville Housing Authority (HHA) senior building. The existing units and building exteriors are accessible and compliant with Section 504 of the Fair Housing Act. This request for funds is to bring other common area elements into greater alignment with accessibility issues that have arisen through normal wear and tear on the existing building since the original construction of this property and through the availability of technology enhancements for alarms and elevators since the building was built. Total project cost is estimated at approximately \$1.4 million.

Proposed project components:

- 1) Replacement of all elevators including new accessible controls, new signal systems, strobe light for the hearing impaired and sensitive door operational systems which accommodate wheel chairs and slower moving residents.
- 2) Replacement of the emergency nurse/call systems to bring these systems up to grade with the newer components now available.
- 3) Upgrade of signage and signal systems: The new systems would include faster calling times, increased accessibility, strobe lights for the hearing impaired, Braille signage and markings, and solid state components with greater reliability.
- 4) Window replacement which would replace the old windows which do not operate smoothly and which are difficult for non handicapped seniors as well as the special needs population to operate.
- 5) Automatic door operators which would include exterior and interior push buttons for the use of the special needs population. Operators would include the automatic doors, the push button to operate the doors, the door timers, necessary wiring, and the controls to operate the system.
- 6) Upgrades to handicapped parking and access.

Program Schedule

1. Application submission	June 24, 2009
2. Obligation of funds (100%)	November 15, 2009
3. Closing date (no financing-modernization only project)	Not Applicable
4. Construction start date	December 15, 2009
5. Expended funds at 60%	September 1, 2010
6. Construction completion date	November 15, 2010
7. Expended funds (100%)	December 15, 2010

II. Description of project – Transformation of Searcy Homes ARRA-CFRC

a. Project description

The project is a family development and consists of demolition of 78 existing units and replacement will consist of 84 town-home units on the existing HHA site, all public housing units. The site consists of approximately 15 acres. HHA estimates a total project cost of approximately \$10 million.

1. Description of Surrounding Neighborhood

The site is in an important downtown location near the historic train station and is an outstanding candidate for an eventually expanded mixed-finance project at a later date, due to historic location and available HHA land. The site is adjacent to a location already under private development with new retail establishments and condominium development.

2. Description of units removed

Demolition of the 78 units would consist of

- 9-1 bedroom units
- 23-2 bedroom units
- 17-3 bedroom units
- 22-4 bedroom units
- 7-5 bedroom units

3. Description of units to be replaced

- 42- 2 bedroom units
- 34- 3 bedroom units
- 8- 4 bedroom units

Program Schedule

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|--|-------------------|
| 1. Application submission | June 30, 2009 |
| 2. Obligation of funds (100%) | November 30, 2009 |
| 3. Closing date | November 30, 2009 |
| 4. Construction start date | December 15, 2009 |
| 5. Construction completion date | July 1, 2011 |
| 6. Lease –up completion date | October 1, 2011 |
| 7. Expended of funds (60% in less than 2 years) | April 15, 2011 |
| 8. Expended funds (100% from ACC Amendment date) | July 15, 2011 |

III. Description of project – Transformation of Todd Towers ARRA-CFRC

a. Project description

The project is a six story elderly high-rise on 1.52 acres. It was built in 1970 and consists of primarily efficiency units. A major goal of this project is to eliminate the old and worn efficiency units with all 1 bedroom units. There are issues with accessibility also related to the small unit sizes. HHA estimates a total project cost of approximately \$10 million.

1. Description of Surrounding Neighborhood

The site is in a stable downtown location and is close to transportation and shopping. The property is located next to desirable high value condominiums.

2. Description of units removed

The original development consists of 100 units.

60 -0 Bedroom

37- 1 Bedroom

2 - 2 bedroom

1- 3 Bedroom

3. Description of units to be replaced

84- 1 bedroom units

Program Schedule

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|---------------------------------|-------------------|
| 1. Application submission | June 30, 2009 |
| 2. Obligation of funds (100%) | December 30, 2009 |
| 3. Closing date | December 30, 2009 |
| 4. Construction start date | December 15, 2009 |
| 5. Construction completion date | September 1, 2011 |
| 6. Lease –up completion date | November 1, 2011 |

- | | |
|--|-----------------|
| 7. Expended of funds (60% in less than 2 years) | May 15, 2011 |
| 8. Expended funds (100% from ACC Amendment date) | October 1, 2011 |

IV. Description of Project – Modernization of newly acquired properties HERA-NSP

a. Project description

Rehabilitation of foreclosed properties acquired through the Neighborhood Stabilization Program (NSP). Rehabilitation of the properties may consist of, but not be limited to, the following:

1. Site work to include landscaping, and drainage corrections;
2. Porch, eave and soffit repairs;
3. Installation of gutters, and window shutters;
4. Roofing;
5. Kitchen and bath renovation;
6. Window replacement;
7. Wood framing and furring;
8. Vinyl and ceramic tile, carpeting;
9. Electrical, mechanical, and plumbing renovations.

V. Description of project – Transformation of Sparkman Homes ARRA-CFRC

a. Project description

The Huntsville Housing Authority (HHA) project is a 186 unit family development consisting of 41 buildings located on 19.33 acres. The units are old and worn and require replacement. HHA estimates a total project cost of \$10 million.

1. Description of Surrounding Neighborhood

The site is in a near-downtown location and is close to transportation and shopping. On-site is a social services center, a library, a teen center, and the Boys and Girls Club. A new food co-op is being placed within a half mile of the site. The neighborhood is a high priority for city development and is working to build a state of the art elementary school nearby.

2. Description of units to be removed- all phases

The original development consists of 170 units.

16- 1 bedroom units

71- 2 bedroom units

- 71- 3 bedroom units
- 10- 4 bedroom units
- 2- 5 bedroom units

3. Description of units to be replaced in this phase

- 12- 1 bedroom units
- 6- 2 bedroom units
- 36- 3 bedroom units

The overall project plan is for one for one replacement. This phase consists of a planned 54 units.

Program Schedule

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|--|-------------------|
| 1. 1. Application submission | June 30, 2009 |
| 2. Obligation of funds (100%) | December 15, 2009 |
| 3. Closing date | December 15, 2009 |
| 4. Construction start date | December 15, 2009 |
| 5. Construction completion date | September 1, 2011 |
| 6. Lease –up completion date | November 1, 2011 |
| 7. Expended of funds (60% in less than 2 years) | May 15, 2011 |
| 8. Expended funds (100% from ACC Amendment date) | October 1, 2011 |

VI. Description of project – Modernization of various dwelling units ARRA Formula Grant

a) Project description

Improvements to selected dwelling units within the current HHA public housing stock to prolong the viability of the developments in which they are located. Total project cost is estimated at \$3 million.

Proposed project components

1. Roofing at various sites
2. Installation of bathroom exhaust fans at Northwoods and Northwoods Addition
3. Repair of plumbing and/or sewer lines at various sites
4. Landscaping improvements at Butler Terrace and Butler Terrace Addition
5. Porch repair at Butler Terrace and Butler Terrace Addition

Program Schedule

1. Obligation of funds (100%)	March 16, 2010
2. Construction start date	March 16, 2010
3. Construction completion date	March 16, 2012
4. Expended funds (60% in less than 2 years)	March 16, 2011
5. Expended funds (100% from ACC Amendment date)	March 16, 2012

Architectural and Engineering (A&E) basic services that are required include:

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

Phases and Description of Basic Services:

1. Schematic Design/Preliminary Study Phase
 - Site plans
 - Schedule of building types, unit distribution and bedroom count
 - Scale plan of all buildings, and typical dwelling units
 - Wall sections and elevations
 - Outline specifications
 - Preliminary construction cost estimates
 - Project specific analysis of codes, ordinances and regulations
 - Three dimensional line drawings
2. Design Development Phase
 - Drawings sufficient to fix and illustrate project scope and character in all essential design elements
 - Outline specifications
 - Cost estimates and analysis
 - Recommendations for phasing of construction
 - Site plans
 - Landscape plans
 - Floor Plans

- Elevations, building and wall sections
 - Updated three dimensional line drawings
 - Engineering drawings
3. Bidding, Construction and Contract Document Phase
- Solicitation for Bids
 - Form of Contract
 - Special Conditions
 - General Conditions
 - Technical Specifications
 - Plans and Drawings
 - Updated cost estimates
4. Bidding and Award Phase
- Respond to inquiries
 - Drafting and issuing addenda approved by HHA
 - Attending pre-bid conferences
 - Attending public bid openings
 - Reviewing and tabulating bids
 - Recommending list of eligible bids
 - Recommending award
 - Altering drawings and specifications as often as required to award within the Estimated Construction Contract Cost
5. Construction Phase
- Construction Contract Administration
 - Conduct pre-construction conference and dispute resolution conferences
 - Review and approve contractor's shop drawings and other submittals for conformance to the requirements of the contract documents
 - At HHA's written request, and as an Additional Service, procure testing from qualified parties
 - Monitor the quality and progress of work
 - Require any sub-consultant to provide the services listed and to visit the Project during the time that construction is occurring on the portion of the work related to it's discipline and report in writing to the Design Professional
 - Review, approve and submit to HHA the Contractor Request for Payment
 - Conduct all job meetings and record action in a set of minutes which are to be provided to HHA
 - Make modifications to construction Contract Documents to correct errors, clarify intent or to accommodate change orders
 - Make recommendations to HHA for solutions to special problems or changes necessitated by conditions encountered in the course of construction
 - Promptly notify HHA in writing of any defects or deficiencies in the work or of any matter of dispute with the contractor

- Negotiate, prepare cost or price analysis for and counter sign change orders
- Prepare written punch lists, certificates of completion and other necessary construction close out documents
- Prepare a set of reproducible record prints of Drawings showing significant changes in the work made during construction

6. Post Completion/Warranty Phase

- Consult with and make recommendations to HHA during warranties regarding construction, and equipment warranties
- Perform an inspection of construction work, material, systems and equipment no earlier than nine months and no later than ten months after completion of the construction contract and submit report to HHA
- Advise and assist HHA in construction matters for a period of up to eighteen months after completion of the project, but such assistance is not to exceed forty hours of service and one non-warranty trip away from the place of business of the Design Professional

The firm or firms awarded the A/E contract(s) shall be responsible for all work performed by contractors and subcontractors.

Should your firm desire to participate in these project(s), please respond with a letter of interest to that effect complete with your firm's proposal in four copies for undertaking these project(s).

Qualification factors and weights used in evaluating proposals are as follows:

<u>FACTOR</u>	<u>WEIGHT</u>
1. Evidence of A/E firm's ability to perform all the work responsibilities by profiles of the firm's principals and staff's professional and technical competence and experience, and their facilities	25 pts.
2. Capability of providing planning services in a timely manner.	25 pts.
3. Past experience in the controlling of cost and cost overruns, the maintenance of total quality in the work accomplished, and the ability to complete the work per the contract schedule.	25 pts.
4. Past experience with rehabilitation, refurbishment, modernization and design, and/or construction of projects of a similar size, complexity, style, and single and multi-story cost.	25 pts.
5. Demonstrated and documented knowledge of all building codes and regulations.	(Y / N)
6. Certification that the A/E is not currently debarred, suspended, or otherwise prohibited from professional practice by any Federal, State, or Local Authority.	(Y / N)

7. Involvement of minority or women owned business concerns and/or local business concerns.	(Y / N)
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All responses shall be clearly identified as “RFP 2009-12”, delivered or mailed to arrive at this HA no later than 4:30 p.m. (central standard time) on Tuesday August 4, 2009. If sending by USPS, mail to Huntsville Housing Authority P.O. Box 486 Huntsville, Alabama 35804-0486 attention Michael A. Norment, Construction/Facilities Manager. If delivered, send to 200 Washington Street, Huntsville, Alabama 35801 attention Michael A. Norment, Construction/Facilities Manager. After the initial evaluation of project proposals, negotiations will be entered into, to determine a final contract price for the architecture/engineer services. HHA reserves the right to make multiple awards for projects in conjunction with this RFP.

As a result of the technical evaluations, a competitive range may be achieved. The contracting officer will treat each offeror equally and will discuss all issues that arise from the technical evaluation, so that the offerors have a complete understanding of the HHA’s position with regard to its proposal.

HHA reserves the right to make multiple awards for projects in conjunction with this RFP. Negotiations will be held to promote understanding of the HHA’s requirements and the offeror’s proposals and to facilitate arriving at a contract that will be most advantageous to the HHA by taking into consideration price and other evaluation factors as set forth in the RFP.

After negotiations are complete, the contracting officer will establish a common date and time for submission of best and final offers. Best and final offers shall be submitted only once, unless the contracting officer makes a written determination that it is in the HHA’s best interest to conduct additional negotiations or change the HHA’s requirements and request another submission of best and final offer, their immediate previous offer shall be construed as their best and final offer.

After best and final offers are received, a final round of technical and cost/price evaluations will occur. The purpose of this process is to ensure that the contract award decision is based on a complete analysis of offeror’s proposals, as modified by their best and final offers. The same procedures are followed as in the initial evaluations.

If the quality of the initial proposals received is such that no purpose would be served by conducting negotiations, award may be made without discussions.

Any resulting agreement shall be placed in writing using the format in **Attachment 1**, which is acceptable to the Department of Housing and Urban Development. The contract shall not require the Authority to pay interest for late payment.

If you have any additional questions or concerns regarding this proposal, please contact Mrs. Carlen Williams, Director of Development at 256-532-5623.