

HOUSING AUTHORITY OF THE CITY OF VANCOUVER

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL SERVICES

CAMAS RIDGE PROJECT

September 29, 2008

SUBMITTAL DEADLINE

4:30 PM Daylight Time

Friday, October 17, 2008

PURPOSE OF THIS REQUEST FOR QUALIFICATIONS

The Housing Authority of the City of Vancouver ("VHA") owns a site that is approximately 3.0 acres, located at NW 28th Street and NW Logan Street in Camas, Washington. The VHA plans to develop the site. The number of units cannot exceed 51, the total allowed under a Conditional Use Permit ("CPU"). The CPU expires in June 2010. The VHA is issuing this Request for Qualifications (RFQ) to architectural firms in order to select one firm to provide Architectural services for the construction of a multi-family project.

The VHA will select one architectural firm. The successful firm will be required to execute a Professional Services Contract ("Contract") with the VHA. The Contract will include the firm's proposal, scope of services for the specific work, this RFQ, and other pertinent requirements and details. Initial design and specifications under the Contract will be completed within sixty (60) days.

SUMMARY OF SCOPE OF WORK

Complete design, specifications, and drawings, and provide construction monitoring for a multi-family project with a maximum of 51 units. The project will contain primarily 2 and 3 bedroom units, and will include town homes or town homes and apartments. The selected firm will work closely with VHA staff. The selected firm will be requested to provide cost estimates at various points in the process.

SUBMISSION OF RESPONSES

Responses to this RFQ must be received no later than 4:30 PM Daylight Time, Friday, October 17, 2008 at the main office of the VHA. No facsimile or electronic submissions will be accepted. Submit responses to:

Vancouver Housing Authority
Attn: Diane Stites
Director of Development and Asset Management
2500 Main Street
Vancouver, WA 98660

Responses must include:

- Statement of Qualifications directly relevant to multi-family housing, specifically, town homes and apartment buildings.
- Statement of experience designing projects for low income and market rate populations
- Examples of similar completed projects, including the applicant's ability to perform work within a prescribed time line and within budget.
- Evidence that the applicant is familiar with the applicable building codes.

- Itemized list of fees for Architectural services to be performed by category of employment and the names and qualifications (resumes) of all key personnel who will be assigned (eg. \$75/hr Sr. Architect, etc).
- Itemized list of other costs and charges that may be incurred and provided under the Contract, including mark-up (e.g. mileage, printing, structural engineer, etc.).
- A statement that the applicant is prepared to begin work upon notification.
- At least three (3) references from recently completed projects, preferably including at least one (1) apartment complex project, (1) town home project, and (1) project with mixed housing types.
- M/WBE or similar certification if applicable, or listing of M/WBE subcontractors who will assist and a description concerning the scope of their role

RESPONSE FORMAT

- Four (4) copies of the Response to this RFQ are required.
- Submit all materials on 8 ½ X 11 paper
- One unbound copy ready original (clip binder ok) and three copies
- Organization of materials to be as follows:
 - Letter of Transmittal
 - Table of Contents
 - Summary Statement of Qualifications
 - List of fees, and reimbursable charges and amounts
 - Resumes of key personnel who will be assigned to Project
 - Proof of M/WBE certification, or as described above
 - Any additional submittal material

Letter of Transmittal

Each Statement of Qualification must be accompanied by a letter of transmittal. The letter of transmittal MUST:

- Identify the submitting organization
- Identify the name and title of the person authorized by the organization to contractually obligate the organization
- Identify the name, title, phone number, and email of the person to be contacted for clarification
- Be signed by the person authorized to contractually obligate the organization
- Acknowledge receipt of all amendments, if any, to this request for qualifications.

EVALUATION AND SELECTION

VHA Staff from the Development and Asset Management Department, and the Construction and Maintenance Department will evaluate each submittal.

The Housing Authority of the City of Vancouver reserves the right to reject any/all submittals and/or to waive any informality.

A Contract will be awarded on the basis of the three (3) evaluation criteria, as described below. Each criteria will be rated according to the points listed. VHA will select the firm best qualified to perform the requested services. VHA may reject all bids at its discretion. Following selection, contract terms, including price, will be negotiated and must be competitive in the market place. The VHA may conduct, but shall not be obligated to conduct, in person interviews. In the alternative the VHA may elect to make its selection based on the applicant architectural firms submittals alone. The cost of all submittals shall be the sole responsibility of the applicant.

- A. Capacity/Experience/Expertise - 50 points
- B. Past Projects/Performance – 45 points
- C. Minority and Women owned Business (M/WB) participation– 5 points

Proposals will be evaluated by a committee selected by the VHA from its own staff and others at the sole discretion of the VHA, using the evaluation criteria listed above.

A. Capacity and Experience

Consideration will be given on the basis of the firm's capacity and experience. Proposals should include general information about firm, resumes of staff who would be assigned to project, and ability of the firm to meet timelines. Consideration will be given to applicants who have familiarity with the area, including knowledge of and experience working with City and staff.

B. Past Projects

Past projects will be reviewed to determine if the architectural firm has successfully completed projects similar in nature and scope. Respondents should provide narrative examples of three (3) projects that are similar in nature to projects described in the RFQ.

Please provide billing rates for proposed staff members and any sub-consultants that may perform work in the event that work is performed on a time and materials basis.

The VHA will check references and reserves the right to research and review previous client relationships in order to evaluate an applicant's track record in designing, managing and completing projects on time and within budget.

C. Minority, Women owned Business

The VHA has a goal of encouraging minority and female owned business participation in its projects. Consequently, Architectural Firms considered to be owned by, a recognized minority, women owned, emerging small business, or disadvantaged business enterprises will be given up to 5 points in the selection process. Architectural firms that do not meet this criteria directly may propose satisfying this criteria by including qualified

subcontractors in their proposals and describing the work the subcontractor(s) will perform.

QUESTIONS

Questions should be directed to Diane Stites at the address above or by:

- Phone 360-993-9550
- Fax 360-694-8369
- Email dstites@vhausa.com

The last date for questions is October 10, 2008.

VHA is an equal opportunity employer.