



February 15, 2010

REQUEST FOR PROPOSAL

General Description of Services

The Housing Authority of the City of Santa Barbara (hereafter referred to as "Housing Authority") is inviting proposals to provide general architectural and engineering services for the proposed remodel of a fifteen unit affordable housing apartment complex. Proposals will be evaluated on criteria listed herein, and proposers are encouraged to inform the Housing Authority of the particular benefits of their proposal. A contract will be negotiated with the proposer that provides the most qualified services as determined by the Housing Authority review team.

Description of the Project

The site is 51,000 square feet with fifteen 3 bedroom townhouse units in 5 buildings arranged around a central courtyard. The project site is located at 13-21 South Soledad Street (APN: 017-183-18) in Santa Barbara.

The Soledad property has recently had the carport removed and the driveway and parking surfaces redone. As part of that permitting process a local architect has done the preliminary design for the project and has gotten preliminary approval from the Architectural Board of Review (ABR).

With the preliminary design completed the Housing Authority is looking for a firm to finish design review, complete working drawings for the project and complete the City process to building permit issuance.

Attached for your use are original development, floor plan and elevations as well as the preliminary design for the proposed work and the appropriate minutes from the ABR.

Brief Description of the Housing Authority

The Housing Authority provides housing to eligible limited-income community residents. The Housing Authority owns or operates approximately 1,000 apartment units, and subsidizes about another 2,000 households within the City of Santa Barbara. In recent years, the Housing Authority has also provided services such as educational, recreational, cultural and job training programs to its residents so as to foster their socio-economic advancement.

The Housing Authority believes there is a strong relationship between individuals and their environment, which is critical to personal development. The Housing Authority strives to create living environments that provide positive socio-economic opportunities for low-income individuals and families.

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Services to be Provided by Consultant

The services to be provided by the consultant are outlined in the attached "Model Form of Agreement Between Owner and Design Professional". In addition, but not necessarily limited to, the consultant shall:

1. Conduct detailed on-site investigations to confirm preliminary design program for the project based upon these investigations or propose a new design that the consultant believes is more advantageous to the property, residents, neighborhood and Housing Authority.
2. Review and consult with Housing Authority Staff for program requirements and design preferences.
3. Work closely with selected staff to review problematic site conditions, and propose solutions to eliminate or reduce vandalism and on going maintenance while enhancing aesthetics.
4. Meet with various governmental agency representatives to ascertain compliance with local ordinances, codes and public improvement standards.
5. Research as-built records and document data, and perform field surveying necessary for preparation of schematic as well as working drawings for the required construction.
6. Prepare for and obtain project approvals and permits from all required applicable governmental review boards, committees and commissions, after review and approval by Housing Authority staff.
7. Work closely with Housing Authority Administration and Property & Development Departments for needs assessment and design considerations.
8. Provide all architectural and engineering services through construction completion including but not limited to: Architectural construction administration, consultant project/construction administration, submittal review and approval and appropriate site visits.
9. All consultant work shall be included in architect's cost proposal.
10. Other work as necessary relative to planning, documenting, and overseeing the construction.

Services to be provided by the Housing Authority

The services to be provided by the Housing Authority shall include, but not necessarily be limited to, the following:

1. Furnish Environmental Study if required.
2. Furnish any available as-built drawings and all available survey records and data of existing improvements.
3. Furnish the "Boiler Plate" Administrative Section for the building specifications manual(s).

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Proposal Requirements

1. A statement of the qualifications and experience of the firm on projects that are similar in scope and nature including the firm's organizational staffing. **10 points**
2. Names and qualifications of personnel to be assigned to the project. **10 points**
3. Outline of recent projects completed that are similar in scope and nature. **25 points**
4. Names, qualifications and experience of outside consultants, if proposed to be used on the project and their degree of participation. **15 points**
5. Client references from recent related projects, including name, address and phone number of individuals to contact for referral. **15 points**
6. Work plan schedule including completion time for major tasks and overall time frame for completion. **15 points**
7. Proposed firm fixed cost for the scope of work as described in the "Description of Project" above. This cost shall include all consultants/engineers fees and all architectural and drafting fees including all City or other review boards to receive an approved building permit. All architectural and consultant fees shall be all inclusive and include construction oversight and the review of all construction submittals. **25 points**
8. Statement of insurance qualifications as required by the Form of Agreement. **10 points**

Selection Process

A committee comprised of Housing Authority Staff will assess all proposals on the criteria listed and any additional information consultants may feel relevant to this proposal. After the selection of the most responsive proposal, the selection committee will negotiate a final cost for the proposed work. Should that cost be unacceptable to the Housing Authority, the committee will start negotiations with the second most responsive proposer. If a reasonable cost cannot be negotiated with the second most responsive proposer, the third will be considered. The committee will then recommend the selected consultant to the Housing Authority Board of Commissioners for approval.

Proposals shall be submitted to Roberta Maccianti, Director of Property and Development, Housing Authority of the City of Santa Barbara, 808 Laguna Street, Santa Barbara, California, 93101, no later than 3:00 PM, March 11, 2010. Any questions regarding this Request for Proposal may be directed to Roberta, or Skip Szymanski, Chief Operating Officer of the Housing Authority at 897-1060.

HOUSING AUTHORITY OF THE
CITY OF SANTA BARBARA

ROBERTA A. MACCIANTI
Director of Property and Development