



REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

RFQ #GAHP 5-18-21

**On-Call Architectural Services for
Multifamily LIHTC Housing Development June 13, 2021 to June 13, 2023**

Date Issued: May 18, 2021

Date Due: No later than June 11, 2021

Time Due: No later than 3:00 PM MST

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1.1 **GENERAL INFORMATION**

Greater Albuquerque Housing Partnership (“Owner”), a non-profit Community Housing Developer Organization (CHDO) that provides quality affordable housing opportunities to low-income families in Albuquerque, is soliciting Qualifications (“Qualifications”) for the selection of Architectural and Consulting firms for On-Call services related to the development of multifamily rental housing (“Project”), in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (“RFQ”).

Greater Albuquerque Housing Partnership has designated a Procurement Manager, whose name and address are provided below, who is responsible for the conduct of this procurement. Any inquiries or request regarding this procurement shall be submitted to the Procurement Manager in writing. The last day for written questions regarding this submittal will be Tuesday, June 8, 2021. Any questions received after that date will be deemed late and WILL NOT be answered.

Procurement Manager:

Miriam J Hicks, AIA
Director of Housing Development
320 Gold Ave, SW, Suite 918
Albuquerque, New Mexico 87102
Direct Line: 505-705-3703 (voicemail)
Email: miriam@abqgahp.org

1.2 **SELECTION PROCESS**

- 1.2.1 The Owner has solicited firms to respond to this Request for Qualifications. Firms may submit Qualifications for one or more professional service categories. Service categories are listed in section 2.1.
- 1.2.2 The responding firms are required to submit information to the Procurement Manager in accordance with this RFQ (“Qualifications”) indicating the professional services for which the firm is submitting. The Owner will score the Qualifications based on the published evaluation criteria.
- 1.2.3 **Respondents not meeting minimum experience as stated in 3.1 Criteria 1, will be rejected and notified immediately.**
- 1.2.4 Local New Mexico Resident Business preference and Minority-Owned or Women-Owned Business preference apply. Respondent to provide proof of NM business certificate and/or proof of 51% or greater Minority-Owned or Women-Owned business.
- 1.2.5 Interviews are at the discretion of the Owner based on the number of responses and outcome of the Qualifications scoring.

1.2.6 The Owner will make a final decision on the selected firm(s) based on the scoring of Qualifications or the scoring of Qualifications and an interview, to determine the firm with the qualifications that will best benefit the Owner. The Owner may award more than one project to a single respondent or may award multiple projects to multiple respondents at the Owner’s discretion.

1.3 TYPE OF CONTRACT:

For professional services in categories 1-3, a negotiated and approved fee proposal will be the resulting form of agreement for architectural services provided.

For professional services in category 4, the contract resulting from this solicitation will be the AIA B109-2010 Standard Form of Agreement between the Owner and the Architect for Multi-Family Housing and Mixed-Use Development. The Owner hereby reserves the option to modify the contract format as part of final negotiations with the firm deemed to be most qualified for the Project. If the Owner’s funding sources are terminated for any reason the Owner will have the right to terminate the contract.

1.4 EVALUATION OF QUALIFICATIONS / SCORING

Qualifications will be reviewed, evaluated, and ranked by the Owner based on the scoring criteria detailed below:

EVALUATION CRITERIA		TOTAL 100 POINTS
(1)	CRITERION 1: Experience with LIHTC Multi-family Housing	25
(2)	CRITERION 2: Project Management	25
(3)	CRITERION 3: Staff Capability and Availability	25
(4)	CRITERION 4: Construction Administration	25
(5)	Preference for New Mexico Resident Business	5
(6)	Preference for Women and Minority Owned Businesses	10
Total Points		100 - 115

1.5 OWNER’S RESERVATION OF RIGHTS

The Owner reserves the to reject any and all Qualifications and re-solicit for new Qualifications, or to reject any and all Qualifications and temporarily or permanently.

The Owner may, in the evaluation of Qualifications, request clarification from Respondents regarding their Qualifications, obtain additional material or literature, and pursue other avenues of research as necessary to ensure that a thorough evaluation is conducted.

The Owner may waive any or all formalities or technicalities or to accept the firms(s) who the Owner in its sole discretion determines to be most qualified.

1.6 ACCEPTANCE OF EVALUATION METHODOLOGY

By submitting Qualifications in response to this RFQ, the Respondent accepts the evaluation process and acknowledges and accepts that determination will require subjective judgments by the Owner.

SECTION 2 – SCOPE OF PROJECT

2.1 SERVICE CATEGORIES

Architectural Services will be required in the following categories. One or multiple Architects may be selected to provide one or more architectural services fulfilling the following categories.

1. Conceptual Design: Study of one or multiple sites for density and capacity of the site and initial zoning compliance to determine the number of dwelling units per site. Strategize a design concept to meet City of Albuquerque Department of Family and Community Services (DFCS) Request for Proposal (RFP) funding application requirements for US Department of Housing and Urban Development (HUD) HOME or Workforce Housing Trust Funds (WHTF), or similar funding source application. Coordinate with the Owner's consultant for LEED-H certification and HERS rating requirements.
2. Schematic Design: Develop a schematic design package to meet the requirements of a 4% or 9% Low Income Housing Tax Credit (LIHTC) submittal to the NM Mortgage Finance Authority (MFA) including any requirements from other funding sources. Coordinate with the Owner's consultant for LEED-H certification and HERS rating requirements.
3. Acquisition and Rehabilitation: Evaluate an existing multifamily building or existing commercial building for conversion into a multifamily or mixed-use housing community. Provide a Capital Needs Assessment, measured drawings, building code evaluation, Conceptual Design and/or Schematic Design.
4. Construction Documents: Continue the Conceptual or Schematic Design package for New Construction or Rehabilitation into Design Development, Construction Documents for building permit, Bidding and Negotiation and Construction Administration as defined in the AIA B109-2010 Standard Form of Agreement between the Owner and the

Architect for Multi-Family Housing and Mixed-Use Development. Construction phase services to include two site visits per month plus weekly OAC conference calls per month. Architectural services include negotiation with a single general contractor and to work with the selected contractor to develop the documents including services for value engineering, LEED for Homes coordination with a Green rater and HERS rater (rater services contracted with the Owner). Scope shall include basic architectural, landscape, interiors, structural, mechanical, plumbing, and electrical engineering consultants. Interior design is limited to material finish selections and basic space design for community amenities, with FFE available as an additional service. Entitlements and Civil engineering may be under separate contract with the Owner, and the Owner may request the architect to bring under contract an Acoustic and ADA consultants during design and construction. The architect will need to coordinate with the Owner’s consultant for LEED-H certification and HERS rating of 55 or better. Pre-engineered wood trusses, fire protection systems, post-tensioned slab design (if required) and irrigation will be delegated design systems under contract with the general contractor.

2.2 PROJECT PLANNING SCHEDULE

Proposed key project schedule milestones:

RFQ Responses Due	June 11, 2021
Qualifications Award(s) for all service categories	June 15, 2021

SECTION 3 – REQUIREMENTS FOR QUALIFICATIONS RESPONSES

Respondents shall carefully read the information contained in the following sections and submit complete Qualifications answering all questions in Section 3 formatted as directed in Section 4. Indicate in your Qualifications proposal the service categories for which you seek approval. Incomplete Qualifications will be considered non-responsive and subject to rejection.

3.1 CRITERION 1: EXPERIENCE WITH LIHTC MULTI-FAMILY HOUSING

- 3.1.1 Provide a written description of your experience designing and producing Construction Documents for Multi-family Housing Projects funded in part with Low Income Housing Tax Credits (LIHTC) as distributed by the New Mexico Mortgage Finance Authority (MFA) or other State tax credit allocating agency within the last 10 years of the date of this RFQ. Respondents must show no less than two (2) projects that have achieved substantial completion through construction within the last 10 years of the date of this RFQ. Respondents who do not meet this criterion will be rejected and notified immediately.
- 3.1.2 The following should be addressed within this description:
 - a. Project name and location
 - b. Funding sources and allocating agency
 - c. Year completed
 - d. Short description of project

- e. Name, addresses, and phone numbers of owner and project manager
- f. Names, addresses and telephone numbers of general contractor, project manager
- g. Construction cost with total change orders in percentage of the final cost, and whether or not it was completed on time.
- h. Describe project hurdles and how you addressed them to meet LIHTC and or HOME requirements.

3.2 CRITERION 2: PROJECT MANAGEMENT

- 3.2.1 Describe your management and organization approach to the Project. The following should be addressed within this description:
 - a. Describe your firm's understanding of the Project.
 - b. Describe how the firm will organize to perform the services.
 - c. Description of Architect's approach achieving the proposed project schedule. Provide a proposed project schedule for production, review, and coordination with the contractor from AIA contract start to the notice to proceed.

3.3 CRITERION 3: STAFF CAPABILITY AND AVAILABILITY

- 3.3.1 Provide a brief history of the Architect and the services routinely provided for projects similar in nature to the Project.
- 3.3.2 Provide an organization chart that explains team member responsibilities.
- 3.3.3 Name of the Project Team Leader in charge of project and their availability to work on the Project during the duration of the proposed project schedule.
- 3.3.4 Provide the resumes of all persons to be assigned to the Project with their prospective roles identified and availability to work on the Project during the duration of the proposed project schedule.

3.4 CRITERION 4: CONSTRUCTION ADMINISTRATION

- 3.4.1 Name of the team member in charge of construction administration and their qualifications and availability to work on the Project during the duration of the proposed project schedule.
- 3.4.2 Briefly describe your role during construction administration. How will you collaborate with the contractor to meet the project's substantial completion date and 30-day close-out while upholding the work is in compliance with the construction documents?
- 3.4.3 Describe your role during construction administration to assist the Owner in utilizing Owner contingency funds while limiting rework and schedule over-runs.
- 3.4.4 Provide an example multifamily project with change orders during construction. Provide an explanation for each change order including whether the change order was Owner, Architect or Contractor generated and if the change order was due to errors and omissions. How does this example compare to your firm's aggregate percentage of change orders during construction?

SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 GENERAL INSTRUCTIONS

- 4.1.1 Submittal shall include the title and number of the RFQ, and contents shall be bookmarked.
- 4.1.2 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications may be considered non-responsive and subject to rejection.
- 4.1.3 Qualifications and any other information submitted by Respondents in response to this RFQ shall become the property of the Owner.
- 4.1.4 Respondents shall prepare and develop Qualifications at the sole cost and expense of the Respondents.
- 4.1.5 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.
- 4.1.6 Receipt of an addendum to the RFQ by a Respondent must be acknowledged either: (a) including acknowledgment of the addendum in the email correspondence submitting the Qualifications or (b) within an attached cover letter or included within your Qualifications offer. This acknowledgment must be received at the same hour and date specified for receipt of offers.

4.2 PAGE LIMIT, SIZE, DIVIDERS, AND TABS

- 4.2.1 Qualifications shall be in PDF form, and primarily formatted for printing on letter-size (8-1/2" x 11") paper. Legal (8-1/2" x 14") or 11" x 17" sheets are acceptable for supplementary informational items such as project schedules and drawings. Font shall be a minimum 11 pt. single space. Number of pages is limited to 30 pages for this RFQ.
- 4.2.2 The Respondents may submit additional attachments, but only the responses provided by the Respondents to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.

4.3 TABLE OF CONTENTS

- 4.3.1 Offers shall include a **bookmarked** "Table of Contents" for each part of the Qualifications.

4.4 SUBMISSION OF OFFER

- 4.4.1 **Submit** one electronic copy (PDF) offer to the Greater Albuquerque Housing Partnership Procurement Manager, Miriam Hicks, at miriam@abggahp.org. The return receipt received or email response from the Procurement Manager will constitute the official date and time of receipt of the offer. The Greater Albuquerque Housing Partnership shall not be responsible for offers that are emailed and not received by the opening date and time specified in the solicitation.

END OF RFQ #GAHP 5-18-21