



The
Housing Authority
of the City of Aurora

Housing Authority of the City of Aurora

REQUEST FOR QUALIFICATIONS RFQ# 20240228 ARCHITECTURAL SERVICES

STANLEY 98
East 25th Ave & Joliet St
Aurora, CO 80010

Feb 28, 2024

Owner: Housing Authority of the City of Aurora
Martin Petrov
2280 S. Xanadu Way
Aurora, CO 80014

Financial Advisor: TBD

PCNA Firm: TBD

Owner's Representative: TBD

1. SUMMARY

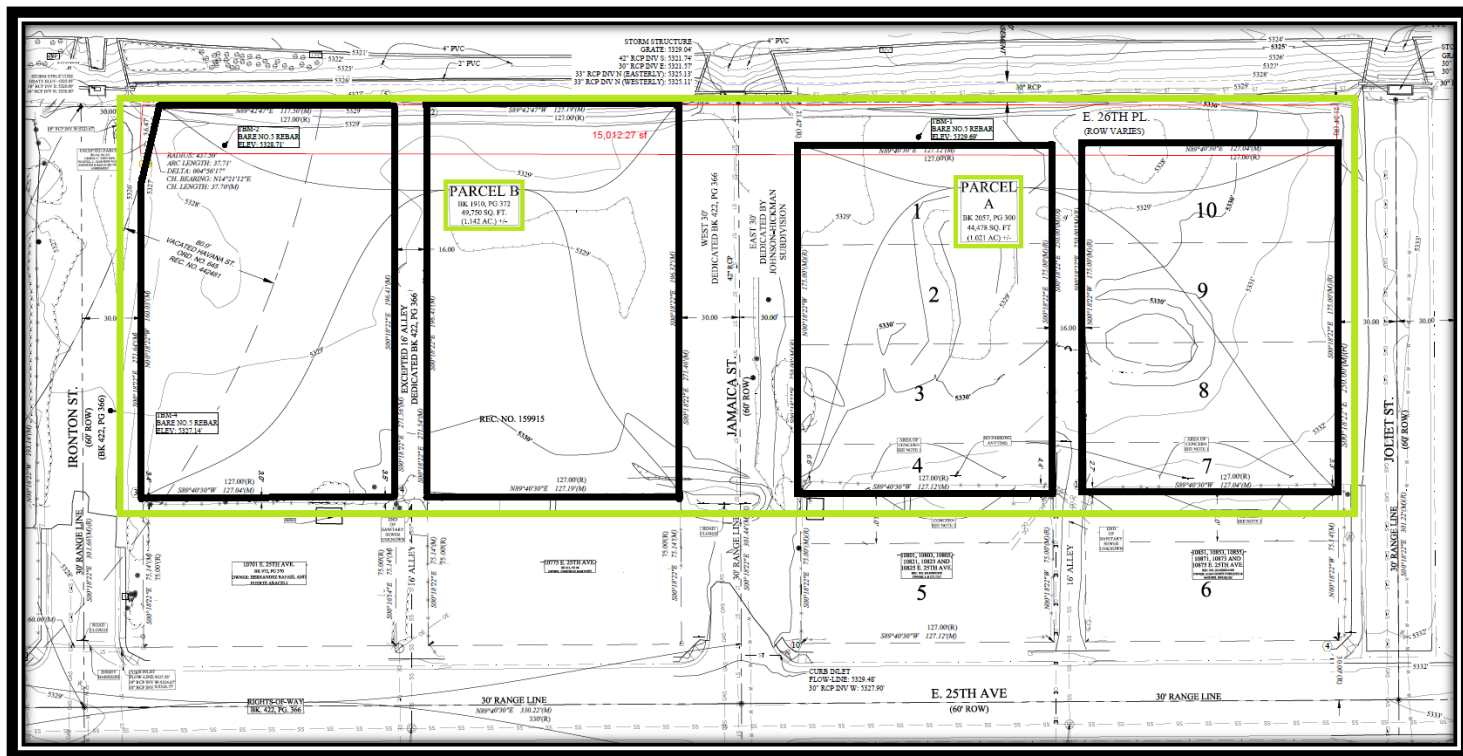
Background

The Housing Authority of the City of Aurora (AHA) is distributing this Request for Qualifications (RFQ) for statements of qualifications from licensed Architecture firms to provide services for the construction of the Stanley 98 development located at the intersection of E. 25th Ave and Joliet Street in Aurora, CO.

This RFQ is Part 1 of a 2 Part solicitation process. Through this process, AHA will select a minimum of three (3) qualified respondents (QR). Part 2 will include an RFP from which the QR will provide a fee proposal for services.

Stanley 98 is a vacant parcel of land located on approximately 2.70 acres.

AHA was established in 1975 and owns and manages over 900 units at eleven sites throughout the City of Aurora. The mission of the Housing Authority is to develop and promote quality housing while supporting and encouraging economic opportunities leading to self-sufficiency and independence.





A. SITE AND PROGRAM

The Housing Authority of the City of Aurora in partnership with the City of Aurora has purchased a 2.70 acres of land located in the Eastbridge community at the intersection of E. 25th Ave and Joliet St in Aurora Colorado.

The Housing Authority will work with a qualified architect to design a multifamily affordable housing building on the parcel that will conform to the surrounding community and create an innovative building concept that will be compelling and competitive in a CHFA 4% plus State LIHTC application in August of 2024.

The building design should reflect the ever-changing needs of the community and neighborhood as a whole. The parcel is located in one of the most desirable neighborhoods in Aurora and is close to a variety of services.

2. SCOPE OF SERVICES

The Aurora Housing Authority (AHA) is seeking to engage a full-service architectural firm capable of providing design and engineering services in three phases.

1. Pre-application tax credit application conceptual drawings,
2. Post-award tax credit award schematic through the construction documents, and
3. Construction administration once financing is closed.

Pre-application product and timeline. Concept feasibility and 50 percent SD design set completed by May 1, 2024. This set will be used for a 4% plus State LIHTC application in August 2024. If the project is not awarded a 4% LIHTC, then the project will not move forward. Any payments for further architectural design hinge on award of a 4% LIHTC.

Post-award product and timeline. Upon award of tax credits (anticipated November 2024) the design team is expected to finalize construction documents by January 2025 for submission to the City of Aurora for permits:

- A. Elements. The delivery of plans and specifications relating to the programming, aesthetic design and engineering for the project from schematic design through permitting and for-construction drawings including the following elements:
 - a. architectural;
 - b. acoustical;
 - c. structural engineering;
 - d. mechanical, electrical and plumbing engineering;
 - e. telecommunications/data/low voltage design (including design coordination with AHA's IT consultant);
 - f. civil engineering;
 - g. interior design;
 - h. landscape; and
 - i. energy efficiency (compliance with Enterprise Green Communities (EGC), Leadership in Energy and Environmental Design (LEED), or National Green Building Standard (NGBS)
 - j. compliance with all accessibility requirements including HUD's Section 504 program, UFAS, ADA and ANSI requirements

- B. Site Plan**
 - a. Management of and coordination with the city on the site plan approval process.
 - b. Participation in neighborhood meetings in support of site plan approval and other community outreach meetings as may be necessary.

- C. Selection of GC.** Architect will be expected to participate in the bidding and procurement processes for a general contractor as a consultant to AHA but the management and administration of these processes will be the responsibility of the AHA and/or their designated representative.

- D. Basic services of the architect shall include:**
 - a. one (1) review of each shop drawing, product data item, sample and other similar submittals of the contractor;
 - b. Visits to the site during construction (including recurring OAC meetings);
 - c. one (1) inspection for the purpose of determining substantial completion; and
 - d. one (1) inspection for the purpose of determining final completion.

- E. The selected firm shall maintain the following minimum insurance levels for the duration of the project and will be required to submit evidence to AHA of coverage:**
 - a. General Liability
 - i. \$1,000,000 each occurrence
 - ii. \$2,000,000 general aggregate
 - b. Automobile Liability
 - i. \$1,000,000 each accident
 - c. Workers' Compensation
 - i. \$1,000,000 each accident
 - ii. \$1,000,000 disease – each employee
 - iii. \$1,000,000 policy limit
 - d. Professional Liability / Errors and Omissions
 - i. \$2,000,000 per occurrence
 - ii. \$4,000,000 aggregate

*The selected firm shall submit a copy of their license evidencing their ability to practice architecture in the State of Colorado.

3. SCHEDULE AND PROCESS

The estimated schedule for the project is as follows:

Schematic Design and Programming Complete:	May 2024
Construction Documents Complete:	November 2024
Permit Submittal:	January 2025
Start of Construction:	May 2025

The schedule for this Architectural Services procurement is as follows:

Posting of this RFQ:	March 4, 2024
Respondent Question Submission Deadline:	March 18, 2024 @ 3:00p MDT
Addendum Issuance (if necessary):	March 25, 2024
Response Submission Deadline:	March 29, 2024 @ 3:00p MDT
Qualified Respondent Selection:	Week of April 5, 2024
RFP Distributed:	TBD

4. TEAM MEMBERS

AHA will designate a member of its staff to manage and oversee the design and construction processes of the project. To assist in these responsibilities AHA will engaged the services of a consulting firm, financial consultant and an owner representative for the project. This is a joint project with the City of Aurora and a design meeting with the City of Aurora will be required to ensure all needs are met.

5. RESPONSE CONTENTS

Submitted responses must include the following items:

- A. Qualifications. Respondents are to qualify their capability to undertake this project by including information that addresses:
 - a. Company Relevant Experience: Provide a list of projects similar in scope and execution to the work contemplated in this RFP that the respondent has completed successfully in the past five years.
 - b. Company References: Provide at least three professional references including the person’s title, address, and phone number.
 - c. Proposed consultants for each discipline, and their relevant experience.

- B. Supplemental Forms. The following forms included in this RFP are to be returned in the response:

Item	Action Needed
Profile of Firm Form	Populate and Sign
Section 3 Certification	Populate and Sign

6. SELECTION CRITERIA

Respondents to this RFQ should understand the complexity of affordable housing development and bring value to the team by promoting design solutions that are cost effective, sustainable and provide long-term durability. Upon receipt of responses, selection committee members will evaluate all responsive statements and assign scores based on the stated evaluation criteria provided. Highest ranking firms will be issued an RFP and asked to provide a fee proposal.

Following the review of the proposals, respondents may be asked to attend an interview or AHA may opt to open direct negotiations with the firm that presents the most qualified, highest scoring statement. If interviews are conducted, finalists are encouraged to bring renderings/photos of related examples of work and any other pertinent past project information. Contract negotiations will commence with the highest-ranked architectural firm.

AHA will evaluate each proposal based on its responsiveness to the project's needs. AHA will consider the firm's experience, personnel, as well as the professional nature of the services to be rendered. QR status will be given to firms which are responsive to all administrative and technical requirements of this RFQ and receives the highest weighted rating based upon the evaluation criteria listed below.

Points (1-5)	Weight	Criteria
	25%	Capacity. Ability to perform the services as reflected by workload and the availability of adequate and qualified personnel, financial resources, equipment, and facilities to perform the services expeditiously.
	20%	Competence of Firm and Staff. Competence to perform the services as reflected by technical training and education, general experience, experience in providing the required services, and the qualifications and competence of persons who would be assigned to perform the services.
	20%	Designing to Targeted Population. Demonstrated success in designing multifamily affordable projects in the Denver Metro area
	15%	Past Performance. Past performance as reflected by the evaluation of others who have retained the services of the firm with respect to factors such as control of costs, quality of work and an ability to meet deadlines.
	10%	Fee. Appropriateness of the fee relative to the perceived quality of the firm.
	5%	Construction Administration. Experience, qualifications, and ability to perform construction administration services.
	5%	Interview. For those firms invited to an interview, the perceived preparedness of the firm in their presentation and response to questions during the interview.

Between the dates of March 29, 2024 and April 5, 2024, AHA may submit written questions to respondents to clarify any information that has been submitted. A respondent's prompt response to any received questions is required.

7. RESPONSE SUBMISSION PROCEDURE

Public notice of this RFQ is being achieved by posting the solicitation on Bidnet (bidnetdirect.com) and on the Aurora Housing Authority's website (aurorahousing.org), Vendors, Proposals and Quotes, View RFPs/RFQs Here section.

Responses are to be received by March 29, 2024 at 3:00 p.m. Responses are to be submitted electronically to:

Martin Petrov
Aurora Housing Authority
mpetrov@aurorahousing.org

720-291-2094

Electronic submissions are required. Exceptions to this requirement may be granted by AHA based on their finding for the need to provide reasonable accommodations. Any firm that wishes to submit a request for reasonable accommodations should do so to Martin Petrov at the email address noted above no later than March 15, 2024.

8. GENERAL TERMS

AHA may negotiate the terms of a contract with any selected firm. If an agreement is reached, the firm will enter into a written contract and will perform all work pursuant to that contract. This RFQ nor any response to this RFQ does not constitute an agreement or contract with AHA and AHA reserves the right to not enter into any agreement with any firm, reject any or all responses, waive any informality in the received responses, to advertise for new responses or proceed to accomplish this solicitation by any means determined to be in the best interest of AHA.

AHA reserves the right to:

- a. not award a contract to any firm or person that is listed on federal debarment lists or with a history of poor performance on projects performed for AHA or for others at the sole opinion and discretion of AHA;
- b. pursue any and/or all ideas generated by this solicitation; and
- c. at its sole option, disqualify any response on the basis of a conflict of interest. AHA may not contract with a respondent if the respondent or an employee, officer or director of the respondent's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of the AHA who influences the making of the contract contemplated in this RFP.

9. RESPONDENT'S CERTIFICATION

By submitting a response to this solicitation, the respondent certifies he/she:

- a. has read and understand the requirements of this solicitation.
- b. understands this solicitation is not a commitment or contract of any kind.
- c. has identified in the response any person associated with the respondent that may have a conflict of interest.
- d. has become familiar with the subject buildings and environs surrounding the site and is familiar with all of the conditions necessary to undertake the project; and
- e. understands any costs and fees associated with the presentation of a response are borne solely by the respondent.

The respondent furthermore states that by completing and submitting a response they are verifying that all information provided is, to the best of their knowledge, true and accurate, and that if AHA discovers that any information entered herein to be false, such shall entitle AHA to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting a response, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this solicitation as issued by AHA, either in hard copy or electronic transmittal.

10. ADDITIONAL INFORMATION

AHA encourages respondents to supplement the contents outlined above with additional information the respondent feels may help demonstrate their ability to fulfill the Selection Criteria of Section 6.

The respondent furthermore states that by completing and submitting a response they are verifying that all information provided is, to the best of his/her knowledge, true and accurate, and that if AHA discovers that any information entered herein to be false, such shall entitle AHA to not consider or make award or to cancel any award with the undersigned party. Further, by completing and submitting a response, the undersigned proposer is thereby agreeing to abide by all terms and conditions pertaining to this solicitation as issued by AHA, either in hard copy or electronic transmittal.

PROFILE OF FIRM FORM

(1) Prime ____ Sub-contractor ____ (This form must be completed by and for each).

(2) Name of Firm: _____ Telephone: _____ Fax: _____

(3) Street Address, City, State, Zip: _____

Please attach a brief summary of the firm, including the following:

- (a) Year Firm Established;
- (b) Former Name and Year Established (if applicable);
- (c) Name of Parent Company and Date Acquired (if applicable).

(4) Identify Principals/Partners in Firm

NAME	TITLE	% OF OWNERSHIP

(5) Identify the individual(s) that will act as project manager and any other supervisory personnel that will work on project

NAME	TITLE

(6) Proposer Diversity Statement: You must circle all of the following that apply to the ownership of this firm and enter where provided the correct percentage (%) of ownership of each:

- | | | | |
|--|---|---|---|
| <input type="checkbox"/> Caucasian
_____% | <input type="checkbox"/> Public-Held
Corporation
_____% | <input type="checkbox"/> Government
Agency
_____% | <input type="checkbox"/> Non-Profit
Organization
_____% |
|--|---|---|---|

Resident- (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one or more of the following:

- | | | | | | | |
|--|--|---|---|--|---|---|
| <input type="checkbox"/> Resident-
Owned*
_____% | <input type="checkbox"/> African
American
_____% | <input type="checkbox"/> **Native
American
_____% | <input type="checkbox"/> Hispanic
American
_____% | <input type="checkbox"/> Asian/Pacific
American
_____% | <input type="checkbox"/> Hasidic
Jew
_____% | <input type="checkbox"/> Asian/Indian
American
_____% |
|--|--|---|---|--|---|---|

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Woman-Owned
(MBE)
_____% | <input type="checkbox"/> Woman-Owned
(Caucasian)
_____% | <input type="checkbox"/> Disabled
Veteran
_____% | <input type="checkbox"/> Other (Specify):
_____% |
|---|---|--|---|

WMBE Certification Number: _____

Certified by (Agency): _____

(NOTE: A CERTIFICATION/NUMBER NOT REQUIRED TO PROPOSE – ENTER IF AVAILABLE)

Signature	Date	Printed Name	Company
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PROFILE OF FIRM FORM

(7) Federal Tax ID No.: _____

(8) [APPROPRIATE JURISDICTION] Business License No.: _____

(9) State of _____ License Type and No.: _____

(10) Worker's Compensation Insurance

Carrier: _____

Policy No.: _____ Expiration Date: _____

(11) General Liability Insurance Carrier: _____

Policy No. _____ Expiration Date: _____

(12) Professional Liability Insurance Carrier: _____

Policy No. _____ Expiration Date: _____

(13) Debarred Statement: Has this firm, or any principal(s) ever been debarred from providing any services by the Federal Government, any state government, the State of _____, or any local government agency within or without the State of _____? Yes No
If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(14) Disclosure Statement: Does this firm or any principals thereof have any current, past personal or professional relationship with any Commissioner or Officer of the HA? Yes No

If "Yes," please attach a full detailed explanation, including dates, circumstances and current status.

(15) Non-Collusive Affidavit: The undersigned party submitting this proposal hereby certifies that such proposal is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly sought by agreement or collusion, or communication or conference, with any person, to fix the proposal price of affiant or of any other proposer, to fix overhead, profit or cost element of said proposal price, or that of any other proposer or to secure any advantage against the HA or any person interested in the proposed contract; and that all statements in said proposal are true.

(16) Verification Statement: The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if the HA discovers that any information entered herein is false, that shall entitle the HA to not consider nor make award or to cancel any award with the undersigned party.

Signature

Date

Printed Name

**CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY**

Name of Business _____

Address of Business _____

Type of Business: Corporation Partnership
 Sole Proprietorship Joint Venture

Attached is the following documentation as evidence of status:

For Business claiming status as a Section 3 resident-owned enterprise:

- | | |
|--|---|
| <input type="checkbox"/> Copy of resident lease | <input type="checkbox"/> Copy of receipt of public assistance |
| <input type="checkbox"/> Copy of evidence of participation
in a public assistance program | <input type="checkbox"/> Other evidence |

For business entity as applicable:

- | | |
|---|---|
| <input type="checkbox"/> Copy of Articles of Incorporation | <input type="checkbox"/> Certificate of Good Standing |
| <input type="checkbox"/> Assumed Business Name Certificate | <input type="checkbox"/> Partnership Agreement |
| <input type="checkbox"/> List of owners/stockholders and
% ownership of each | <input type="checkbox"/> Corporation Annual Report |
| <input type="checkbox"/> Organization chart with names and titles
and brief function statement | <input type="checkbox"/> Latest Board minutes appointing officers |
| | <input type="checkbox"/> Additional documentation |

For business claiming Section 3 status by subcontracting 25 percent of the dollar awarded to qualified Section 3 business:

- List of subcontracted Section 3 business(es) and subcontract amount

For business claiming Section 3 status, claiming at least 30 percent of their workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of date of first employment with the business:

- | | |
|--|--|
| <input type="checkbox"/> List of all current full-time employees | <input type="checkbox"/> List of employees claiming Section 3 status |
| <input type="checkbox"/> PHA/IHA Residential lease less than 3
years from day of employment | <input type="checkbox"/> Other evidence of Section 3 status less than 3
years from date of employment |

Evidence of ability to perform successfully under the terms and conditions of the proposed contract:

- Current financial statement
- Statement of ability to comply with public policy
- List of owned equipment
- List of all contracts for the past two years

Authorizing Name and Signature