

REQUEST FOR ARCHITECT PROPOSALS (RFP)

NORTH ANDOVER HOUSING AUTHORITY

McCabe Court Window and Door Replacement
August 2017

Invitation: The North Andover Housing Authority (NAHA) seeks the services of a qualified architect to provide design services for window and non-unit exterior door replacement at the NAHA's Federal Public Housing property at McCabe Court in North Andover, Massachusetts.

The construction budget for this project is roughly **\$210,000.00**. The Design Fee for Basic Services will be negotiated through this RFP.

A site tour may be scheduled by contacting the NAHA's Executive Director, Cathy Hoog at (978) 682-3932 or by e-mail to choog@northandoverha.com prior to September 9, 2017.

I. Background:

The Design Services Contract and the construction are being funded by the NAHA's Federal Public Housing Capital Fund Grants 2015, 2016 and the NAHA's Federal Public Housing Operating Budget.

The NAHA owns 105 units of Federal Public Housing that require ongoing improvements to preserve their integrity and improve livability. The units for this project are located at the NAHA's 45 unit McCabe Court development. McCabe court has six (6) residential buildings, one (1) garage and one (1) community building. The development is comprised of one bedroom apartment style units.

McCabe Court was initially built in 1980. The buildings are of steel and concrete construction with a brick exterior. The existing windows have exceeded their useful life, are not energy efficient and do not meet HUD REAC standards. Window sashes do not open or close completely in some units without difficulty and cold air penetrates into the heated spaces of the units. Insulation within the window opening is questionable and some window seals have failed. The exterior non-unit entry doors in each building are steel doors that have begun to rust and corrode on the bottom half of most of the doors and need to be replaced.

II. Project Goals and General Scope:

The scope of the work is to design the needed renovations at the location mentioned above using current best practices and assuring a high degree of energy efficiency. This work is expected to be performed in one phase, but NAHA will consider two phases if necessary due to the budget. The scope of work should include replacing all the windows in the 45 units using the existing window openings and all the non-unit building front and back doors and the exit door on the garage. The NAHA desires to replace as many of the windows in the development as possible within the project budget. The

project shall be designed and constructed in compliance with the codes, laws and standards identified in 24 CFR §905.312. The selected designer will plan, design, coordinate all aspects of bidding and oversee the construction of this work.

III. Project Phases and Work Plan:

Work under this RFP is listed in the contract for A/E Services and as augmented below. Each Project Phase may consist of one or more required submissions, and may include site visits, meetings with the NAHA and others, or other tasks as described.

A. Conceptual Phase:

1. Attend a “Kick-Off” meeting with the NAHA representatives to review the project. Prior to the meeting the Designer shall:
 - (a) Thoroughly review the requirements of the RFP including scope, budget, and schedule.
 - (b) Visit the site and become familiar with existing conditions as they relate to the scope.
 - (c) Conduct a preliminary review of the codes and regulations relating to the project.
 - (d) Formulate a general approach to the design of the project for informal presentation and discussion at the “Kick-Off” meeting.

B. Schematic Design Phase:

1. If required by the NAHA, meet with NAHA to review and make a selection of alternative design approaches developed in the Conceptual Submission.
2. Collect and study all available drawings, reports, maintenance reports, and other existing data pertaining to the project.
3. Conduct a thorough on-site review of conditions relating to the project.
4. Analyze all applicable codes and regulations, including any special design standards supplied by NAHA.
5. Interview NAHA staff and tenants as deemed necessary. Meet with local building officials.
6. Prepare and submit a formal “Schematic Design” submission incorporating any previously required changes, suggestions, or additions. A cost estimate shall be included in the submission.
7. If required by the NAHA, meet with the NAHA to resolve any issues.

C. Construction Documents Phase:

1. If required by the NAHA, meet with the NAHA to review and select design options developed in previous design review phases.
2. Prepare and submit "Construction Document Submissions" at the 95% and 100% level of completion for each submission.
 - (a) Include a revised cost estimate prepared to standard HUD specifications as part of the 95% Construction Document Submission. Issue an update for the 100% submission.
 - (b) Starting with the 95% Construction Document Submission, incorporate the appropriate "front end" materials required by HUD and State Law, including Division 01, General Requirements of the Technical specifications into the Project Manual. (This material is available on electronic media to facilitate editing.)
 - (c) Include Specifications prepared in HUD's standard format (modified CSI).
3. If required by the NAHA, meet with the NAHA to resolve any issues.
4. A single construction bid package shall be prepared for the solicitation of competitive bids in accordance with M.G.L. Chapter 149 construction bid requirements in addition to any applicable HUD requirements.

D. Bid Phase:

See Contract for A/E Services (form HUD-51915). The NAHA desires to bid the Construction of this project electronically online utilizing Biddocsonline, Project Dog or other similar service.

E. Construction Phase:

Attend periodic job meetings at the site to observe the quality and progress of the work and furnish a written field report for every such visit, including the minutes of the job meeting. On average this task is expected to approximate **3** hours per week during the Construction Administration Phase, exclusive of Project Closeout.

F. Completion Phase:

See Contract for A/E Services.

IV. Required Designer Performance Times and Formal Submissions:

The Designer performance times listed in the table below are requirements of this RFP, not estimates. After receipt of each required formal submission, NAHA will issue a written Design Review Memo, under normal circumstances within 2 to 3 weeks of receiving the submission. The memo will indicate whether the submission is "Approved" or "Not Approved". Unless otherwise stated, performance times listed below include the time required for any meetings necessary to the production of the submission. Non-

approved submissions must be resubmitted within the time period shown. A resubmission may consist of additional information required by the reviewer, a partial resubmission, or complete resubmission. In some cases, a NAHA reviewer may request that the resubmission material be due at a meeting. If so, the resubmission deadline will also be the deadline for the meeting.

Submissions must be complete. If, for example, a submission requires a cost estimate that has not been included, the NAHA reviewer will notify the Designer of the missing item, and the submission will not be reviewed at NAHA until the cost estimate is received.

The Designer's adherence to the performance times listed below will be part of NAHA's performance evaluation of the Designer's work, which will be conducted at the end of the Project.

Designer Performance Times Table

- Attend a "Kick-Off" meeting Within **2** weeks of NAHA contract approval.
- The Schematic Design Submission: Is due within 2 weeks of the "Kick-Off" meeting.
- The 95% CD Submission: Is due within 2 weeks of last written approval.
- The 100% CD Submission: Is due within **2** weeks of written approval of 95% CD.
- Whole or partial resubmissions: Are due within **2** weeks of NAHA "Non-Approval" memo.
- One Record Set copy of the Bid Documents is due at NAHA **1** week after 100% CD approval.
- The architect will be required to perform a warranty inspection nine (9) months after the project has completed Substantial Completion and shall provide both the NAHA and the contractor with a report of their findings.

V. Estimated Designer Contract Duration:

The total duration of the Designer's contract is estimated at approximately **21 weeks** which is composed of a design and review period of **6 weeks**, a Bidding Phase of **3 weeks**, and a Construction Administration Phase of **12 weeks**. This duration is an estimate only based on NAHA experience with similar projects in the past. Actual duration may vary according to the extent of document revisions required and time required for regulatory approvals. Such variances in estimated time will not, in and of themselves, constitute a justification for an increased Designer fee, nor are they a substitute for the requirements of the Designer Performance Times Table list in Section IV, above.

VI. Work Included in Basic Services:

Unless specifically excluded, the Designer's Basic Services consist of the tasks described in this RFP including all investigative work, design work, preparation of construction documents and other related work reasonably inferred, (in the opinion of the NAHA) as being necessary to meet the project's stated scope and goals.

Basic Services specifically include (but are not limited to) the following items that are included in the Designer fee listed in this RFP:

A. Cost Estimating.

(This section supersedes the provision of paragraph 16.2.1 of the Contract for A/E Services.) Detailed construction cost estimates as required in Section III of the RFP, whether done by the designer or a consultant or subcontractor to the Designer, are part of Basic services. In addition, where project cost estimates generated during the design process exceed the approved construction budget listed in the contract, as amended in writing by NAHA, it shall be the responsibility of the Designer, as part of Basic Services, to research and propose ways to reduce such costs while meeting HUD construction standards.

B. Existing Conditions.

Documentation of existing building dimensions, details, and general conditions is a Basic Service, to the extent that such information is not available from the NAHA and is needed to complete the tasks and scope of the project.

C. Record Drawings.

The consultant is responsible for the drafting and printing of Record Drawings, based on information supplied by the construction contractor and/or Clerk of the Works. The cost of printing the reproducible copy for the NAHA is a reimbursable expense. (Please note, that this requirement supersedes any provisions to the contrary in the Contract for A/E Services, including, but not limited to, section 7.1(4), 17.6.1.k, and 17.6.2.h)

D. Revisions and Re-submissions of "Non-approved" work.

The NAHA will review and will issue written comments on all formal Designer submissions required by Section IV of the RFP. Work that in the written opinion of the NAHA is found to be "Not Approved" shall be revised and resubmitted at no additional cost. Such submission approvals will not be withheld unreasonably. The NAHA may require revisions and/or resubmissions where submitted designs or construction documents:

1. Do not meet NAHA written requirements for submission content.
2. Do not meet building code, Massachusetts bid law, HUD or other regulatory requirements.
3. Do not adequately or accurately reflect the project's goals, scope, or tasks as stated in the RFP.

4. Do not meet NAHA's established submission format standards.
5. Are not sufficiently clear or complete enough to allow for proper bidding and construction.
6. Do not meet, or have not been shown to be equal in quality to established HUD design and construction standards.
7. Do not, in the opinion of NAHA, reflect the most cost effective means of meeting project goals and scope.

VII. Specific Exclusions from RFP Basic Services:

A. Lead Based Paint Inspections and Testing.

Lead based paint testing and inspections, if necessary, will be provided under a separate NAHA contract, and/or as an extra or Reimbursable Service to the Designer or its sub-consultant. Due to the age of the building, lead paint testing is not expected or probable.

VIII. NAHA Contract Requirements and Coordination:

This RFP will be appended to and become part of the standard NAHA Contract for Designer Services. Any items or conditions described in the RFP that appear to contradict the Contract shall be brought to the attention of the NAHA as soon as possible prior to execution of the Contract.

- A. Execution of the standard NAHA contract is a requirement of this RFP (form HUD-51915 Sample attached).
- B. The successful RFP applicant will be required to submit to NAHA a certificate of professional liability insurance indicating minimum coverage in the amount of \$250,000.00.

IX. Payment Schedule and Fee Explanation:

NAHA approves the Designer fee for each job based on a number of factors such as extent of effort required, job complexity, specialized knowledge required, estimated construction cost, comparison with past project fees, and other considerations. A final construction budget in excess of the initial construction budget will not, in and of itself, constitute a justification for an increased Designer fee.

Upon completion of each Project Milestone listed below, the NAHA shall make progress payments for Basic Services. Written acceptance and approval of the Milestones will indicate satisfactory completion by the NAHA. The amount of such progress payments are represented in the following schedule as a percentage of the Basic Services Fee (as may be amended) stated in the Contract for Designer Services. The actual amount of each payment shall be cumulative percentage of the total Basic Service fee earned as of the last completed Milestone, reduced by the amount of the Basic Services payments previously made:

Designer Fee Payment Schedule

Project Milestone	Value of each Milestone as a % of total fee	Cumulative % of total fee earned as of the completion of each Milestone
Execution of Contract	5%	5%
Schematic Design approval	20%	25%
100% Construction Documents approval	35%	60%
Contract Award	5%	65%
Certificate of Substantial Completion	30%	95%
Certificate of Final Completion	5%	100%

X. Minimum Qualifications:

To be eligible for selection, the Designer must meet **all** of the following qualifications:

- A. Be a qualified design firm (within the meaning of M.G.L. Chapter 112, Section 81D), with Massachusetts registration, and
- B. Be a firm employing a registered architect responsible for and being in control of the work under this contract, and
- C. Be a firm with successful experience on similar projects based on past performance, and
- D. Be a firm with prior experience in public bidding requirements as evidenced through prior work with Massachusetts' housing authorities, municipalities or other political sub-divisions of the Commonwealth, and
- E. Be a firm with prior experience in construction projects funded through HUD Public Housing Capital or Operating Funds, CDBG, HOME or other similar HUD program with Davis-Bacon wage requirements, and
- F. Knowledge of bidding and contract requirements for construction projects funded through HUD Public Housing Capital, Operating or Development Funds, and
- G. Knowledge of HUD design and construction standards under 24CFR 905.312, and
- H. Be a firm in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support, as well as paid all contributions and payments in lieu of contributions pursuant to MGL 151A, §19A(b), and
- I. Be a firm that has not been debarred, suspended, or subject to a denial, or limited denial, or participation by HUD or the NAHA.

XI. Preferred Qualifications:

- A. Firms with experience in successfully completing three (3) or more projects utilizing HUD Public Housing Capital Funds, Operating Funds, Development Funds, CDBG or HOME will be considered most advantageous. These projects must be explicitly identified in the firm's proposal.

XII. Proposal Requirements:

Proposals are due no later than 2:00 P.M., September 13, 2017. The attached form HUD-5369-B is incorporated into the RFP as are its requirements. Persons or firms interested in applying shall also meet the following submission requirements:

- A. Submit one (1) signed original of the attached Application for Designer Services to the North Andover Housing Authority. The Application for Designer Services may be requested in Word format by e-mail to choog@northandoverha.com
- B. The applications must be accompanied by a cover letter that is a maximum of three pages in length addressing the firm's strengths and how the firm meets all the minimum and preferred qualifications of the RFP.
- C. Application forms and cover letter must identify the names and registration numbers (if applicable) of any personnel listed as a "Minimum" or "Preferred" Requirement in Section X and XI, above.
- D. Applicants must also submit a price proposal with a proposed flat fee for the basic design services in a **separate sealed envelope** marked "Price Proposal – McCabe Court Window and Non-Unit Door Replacement" with the firm's name on the envelope.
- E. The proposal must also contain a **CERTIFICATE OF NON-COLLUSION** (On company letterhead) that the undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals, **CERTIFICATION** (On company letterhead) that Pursuant to M.G.L. c. 62C, §49A, under the penalties of perjury that, to the best of my knowledge and belief, the firm is in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support, as well as paid all contributions and payments in lieu of contributions pursuant to MGL 151A, §19A(b) and **CERTIFICATION** (On company letterhead) that the firm has not been debarred, suspended, or subject to a denial, or limited denial, or participation by HUD or the NAHA.
- F. Submit proposal and direct all questions to:

Cathy Hoog
North Andover Housing Authority
One Morkeski Meadows

North Andover, Ma. 01845

Tel: (978) 682-3932

Fax: (978) 281-6945

Questions may also be e-mailed to Ms. Hoog at
choog@northandoverha.com

II. Rejection of Proposals:

The NAHA reserves the right to reject any and all applications/proposals if it is determined by the NAHA to be in the best interest of the public. Proposals requiring alternative pricing will be deemed as “non-responsive”.

XIII. Selection:

The contract shall be awarded to the most advantageous proposal at the best price.

NORTH ANDOVER HOUSING AUTHORITY
AUGUST 15, 2017