

REQUEST FOR QUALIFICATIONS (RFQ)
2023 ARCHITECTURAL SERVICES

Peninsula Housing Authority
2603 S. Francis Street
Port Angeles, WA 98362

Introduction:

Peninsula Housing Authority (PHA) is requesting statements of qualification from interested parties to provide Architectural Services for various projects in Clallam and Jefferson Counties over the next 3-5 years.

Consultant Tasks:

Statements will be accepted for Architectural Services. The successful respondent shall demonstrate competency to carry out Architectural Services which may include:

Architectural Services

- Architectural design of new affordable single-family housing and mixed-finance multi-family housing,
- Space planning for commercial space,
- Architectural design of new commercial buildings,
- Master planning,
- Project management/Construction Administration,
- Creation of SOW for capital improvements in existing affordable housing,
- Architectural design for rehabilitation of existing multi-family housing,
- Landscape Architecture
- Funding/Grant application assistance with:
 - Low Income Housing Tax Credits
 - Washington State Dept. of Commerce Housing Trust Fund
 - Federal Home Loan Bank – AHP
 - Local government funds, i.e. City and County
 - HUD Section 202
 - HOME Funds
 - CDBG
 - SHOP

Agency Background:

Peninsula Housing Authority (PHA) is a special purpose governmental agency providing long-term rental housing, tenant-based rental subsidies and a homeownership housing program in Clallam and Jefferson Counties. The PHA provides affordable housing opportunities for the following types of households; low-income disabled, low-income elderly and general low-income. PHA is governed by a Board of Commissioners appointed by the Clallam and Jefferson County Commissioners. PHA owns or manages approximately 557 multi-family units across both counties.

The mission of the Peninsula Housing Authority is to promote safe, affordable housing and foster effective partnerships that help meet that goal. Our core values inspire us to serve our clients with the highest degree of integrity and compassion. Our principles include a commitment to ethical practice, accountability, and fair treatment of all people.

As projects proceed and services are required, PHA staff will contact the selected firm and provide a project-specific scope of work and request a cost proposal. Agreed upon cost proposals shall be treated as separate task orders under a general contract. All costs for services under this contract shall be based on established hourly rates, unit prices or any other negotiated billing method as established in response to this RFQ.

RFQ Content:

Statements should be limited to a total of 15 pages in 11-point font minimum (cover letter and other required attachments are not included in the page limitation). Do not include sample plans, non-pertinent information or other unrelated materials.

Include a **cover letter** stating why your firm and any subcontractors are uniquely qualified to perform the breadth of potential services. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the cover letter.

Statement Content: To facilitate evaluation, statements should address and be organized in the order of the outline given below and include the following information:

- 1) **Firm Overview:** A general description of your firm including the nature of the business or organization, a brief summary of its history, its size and organizational structure. Describe any claims, lawsuits, or legal settlements your firm has had during the past 5 years, or which are currently pending.
- 2) **Experience:** Briefly list and describe your firm's previous experience of the duties listed above under Consultant Tasks over the past 5 years. For each project please include the following information:
 - a. Name, location and the date the work was started and completed
 - b. Name and phone number of firm contact
 - c. Your Project Manager's Name
 - d. Description of work performed
 - e. Budget and final costs

Please provide descriptions of:

- **Experience in mixed finance low-income housing:** Describe your firm's experience with projects (3 minimum in the last 10 years) including your experience with the 4% and 9% Low Income Housing Tax Credit program, HUD programs, Washington State Housing Trust Fund projects, Federal Home Loan Bank – AHP, HUD Section 202, SHOP, CDBG and HOME projects. Describe your role in the project, the design, and whether the project came in on budget. Please list specific projects that your firm served as the consultant on.
- **Experience with design of Senior Housing:** Describe your firm's experience designing Senior Housing. Specifically describe design features which assist in

meeting the needs of seniors aging in place. Please list the specific project your firm worked on.

- **Master Planning:** Describe your firm's experience in Master Planning. Provide the names and locations of master plans your firm has worked on.

- 3) Personnel:** Identify by name, title and provide resumes of current key personnel who will be assigned to work on Task Orders. Resumes should include specific information regarding experience in providing the types of services required and each individual's anticipated role in providing services.
 - a. Each member of the team shall be licensed in the State of Washington for the type of work to be performed,
 - b. Each firm shall submit a copy of the firm's current insurance coverage, Describe the kind of work that could be subcontracted and the sub-contractor firms you would hire to assist with a PHA project.
- 4) Project Approach:** Describe the general approach or methodology your firm would use to efficiently assist PHA in achieving its objectives.
 - a. Design Work
 - b. Budget Control
 - c. Time Management
 - d. Procurement Management
- 5) Working with Public Housing Authorities in Washington:** Describe your firm's experience working with public housing authorities in Washington State. Indicate the housing authority, the type of projects completed, type of financing and specific information on the project.
- 6) Project Management:** Describe your firm's experience in project management. Describe your philosophy on project management, including your practices.
- 7) Capacity:** Briefly describe your firm's current workload and your ability to devote staff resources necessary to perform duties on a future project within a given time period. Provide evidence of completing work in a timely manner and within the original budget allowed for the tasks.
- 8) References:** Include a list of at least three references for whom the firm or team members have performed similar work in the last five years (including agency or business name of client, contact person, address, telephone number and e-mail address if available.)

Rating Criteria:

The highest ranked Statement of Qualification will be selected. Highest ranking will be determined by who receives the most points. The review of the submitted qualifications will be by a selection committee made of up agency personnel.

Criteria – Architectural Services	Possible Points
Experience in providing design services for affordable, mixed finance housing projects	25 Points
Experience designing low-income housing with a focus on Aging in Place	25 points
Experience with Project Management/Construction Administration	20 points
Capacity to deliver work in a timely manner	20 points
Experience in Master Planning	20 points
Quality and clarity of written statement of qualification	10 points
Project personnel experience and references	10 points
Experience with Public Housing Authorities	5 points
Minority and/or Women Owned Business Enterprise	5 points
TOTAL	140 points

Selection Process:

PHA staff will evaluate statements of qualification and score them based on the above scoring criteria. Once scoring is complete, the highest qualified firm, based on score, will be contacted.

Questions should be submitted via email to:

Sarah T. Martinez

Email smartinez@peninsulapha.org

Deadline for Submission

An electronic copy of the statement should be submitted **no later than 4:00 P.M. on Monday, November 20, 2023 via e-mail only.**

To: Sarah T. Martinez, Executive Director
Peninsula Housing Authority
smartinez@peninsulapha.org