



HOUSING AUTHORITY OF COLUMBUS, GEORGIA (HACG)

REQUEST FOR QUALIFICATIONS

**ARCHITECTURAL & ENGINEERING SERVICES
HACG RFQ # 22-702**

**Modernization and Development Projects
Columbus, Georgia**



ADVERTISEMENT

The Housing Authority of Columbus Georgia, in anticipation of receiving Capital Funds Grants from the U. S. Department of Housing and Urban Development (HUD), and Low-Income Housing Tax Credits (LIHTC) from the Georgia Department of Community Affairs (DCA), is soliciting QUALIFICATIONS for the following professional services:

SOLICITATION TYPE: **REQUEST FOR QUALIFICATIONS**

RFQ Number: **22-702**

DESCRIPTION: **Architectural and Engineering Services**

ISSUE DATE: **December 30, 2021**

SUBMISSION DUE DATE: **February 3, 2022, 4:00 PM**

**RFQ DOCUMENTS MAY BE
OBTAINED AT:** **www.columbushousing.org
Under the Do Business Tab**

SUBMISSION TO: **Rickey C. Miles
Modernization Manager
Housing Authority of Columbus, GA
1000 Wynnton Road
Columbus, Georgia 31906**

DIRECT INQUIRIES TO: **Rickey C. Miles
Modernization Manager
Housing Authority of Columbus, GA
1000 Wynnton Road
Columbus, Georgia 31906
E-mail: rcmiles@columbushousing.org**

**ALL SUBMISSIONS ARE SUBJECT TO THE TERMS AND CONDITIONS OUTLINED
IN THIS REQUEST FOR QUALIFICATIONS.**

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SECTION A – HACG BACKGROUND

The Housing Authority of Columbus Georgia (HACG) is organized under the laws of the Housing Authorities of the State of Georgia to develop, acquire, lease and operate affordable housing for low-income families. The U.S. Department of Housing and Urban Development (HUD) is the primary funding agency for all new construction, modernization, rehabilitation and demolition of HACG's public housing units. HACG may use HUD's Rental Assistance Demonstration (RAD) program and Georgia Department of Community Affairs (DCA) Low Income Housing Tax Credit (LIHTC) programs to improve public housing properties.

Planned work will include complete architectural and engineering services for demolition, modernization and/or redevelopment of Public Housing properties, both dwelling and non-dwelling, at the approximate level of \$30 million over three years. Work must comply with regulations at 2 CFR 200 and HUD guidelines. Work involving DCA LIHTC programs must also comply with the DCA Architectural Standards Manual. The scope may include related work for other properties managed by HACG.

HACG intends to pre-qualify multiple firms based on the qualifications statements submitted. As needed, HACG will designate individual firms for assignment of portions of the planned work based on the firm's abilities and a satisfactory fee negotiation. No price quotations are to be submitted with this response. HACG will enter a contract for professional services using the latest edition of the HUD Model Form of Agreement between Owner and Design Professional, form HUD 51915.

SECTION B – SCOPE OF A&E SERVICES REQUIRED

The selected A/E shall furnish all expertise, labor and resources for complete design and construction period services for any project as may be needed by HACG. The following generally highlights the services that the A/E will be required to perform:

- A. Refine, clarify, and define the Agency's project description, data, and requirements as necessary to develop a schematic design of the project which meets the Agency's requirements. Respond to all comments and resolve outstanding design issues at the various phases by taking appropriate action in the design of the project.
- B. Provide complete construction contract documents with professional seals and signatures in accordance with the City of Columbus/Muscogee County and State of Georgia.
- C. Assure that the construction contract documents are in conformance with generally accepted architectural and engineering practices and comply fully with all applicable codes and regulations.
- D. Provide specifications which reflect current requirements, standards, and product availability.
- E. Prepare A/E cost estimates for the project.
- F. Represent the Housing Authority by presenting necessary oral and/or graphic presentations to the City of Columbus/Muscogee County.
- G. Complete all forms and documents in formats required.
- H. Provide services to assist HACG in the bidding and award of the construction contract.
- I. Provide services for the construction phase, as required for the administration of the contract.

Specific initiatives for which services are required may include, but not limited to the following:

Columbus, Ga.	Apartment renovation, related site work, and redevelopment activities.
Ellaville, Ga.	Apartment renovation and related site work
Buena Vista, Ga.	Apartment renovation and related site work.
Harris County, Ga.	Apartment renovation and related site work.

SECTION C – SUBMISSION REQUIREMENTS

1. Letter of Interest

Provide a ‘Letter of Interest’ indicating ability and availability to perform and complete the work required, in accordance with HUD and DCA guidelines, as applicable, on the required dates, and indicate that the proposal will remain valid for a period of one hundred eighty days (180 days) subsequent to the submission date. The ‘Letter of Interest’ must be signed by an authorized principal of the firm. E-mail address must be listed on letter of interest.

2. Company Profile, Experience and Qualifications

- Provide a company history including personnel profiles for key project personnel.
- Provide the names and company profiles of all subconsultants the Offeror intends to have associated with fulfilling the requirements of this project.
- Indicate the services provided by your firm and the services to be provided by your subconsulting firms.
- Indicate your firm’s previous experience with the consulting services required naming at least 5 previous projects and client contact persons.
- Indicate your subconsultants’ previous experience with the required consulting services including the names and contact persons for 5 previous projects.
- Indicate the location, address and contact numbers for the office which will be responsible for performing the required services.

3. Contact Personnel

- Provide the name, title, professional qualifications, location and contact number for the Architectural Principal designated with overall responsibility for the work to be performed.
- Provide the name, title, professional qualifications, location and contact number for the Subconsultant Principal designated with overall responsibility for their work to be performed.
- Provide the names, titles, professional qualifications, location and contact numbers for key project personnel designated with responsibility for the work to be performed.

4. References

Provide a list of past and current references, and include name, address, telephone, E-mail, and fax numbers, contact person and project name. Additionally, for each reference listed, submit a brief summary of the scope of services provided.

5. WMBE Participation

Indicate the WMBE policy for the Offeror’s company and the Offeror’s subcontractors.

6. Proof of Professional Liability Insurance

Provide proof of Professional Liability Insurance

7. Submission Copies

Submit one (1) original and four (4) copies of submission to HACG. Mark original document as 'original'.

SECTION D – SELECTION PROCESS AND SCHEDULE

1. SELECTION PROCESS

The purpose of this RFQ is to solicit meaningful proposals so that HACG may select, from a range of proposals, submissions which best meet its needs and requirements. HACG urges all interested Architectural/Engineering Firms to carefully review the requirements of this RFQ. Written proposals containing the requested information will serve as the sole basis for final selection.

HACG reserves the right to conduct negotiations with one or more Offerors, if in the sole opinion of HACG, that method will provide the greatest benefit to HACG.

All Submissions will be initially reviewed to determine compliance with the submission requirements specified in this RFQ. Submissions that do not comply with these requirements will be rejected without further review.

HACG may consider unacceptable any submission for which critical information is lacking or any submission which represents a major deviation from the requirements of the RFQ.

2. QUALIFICATIONS EVALUATION

Qualification Evaluation shall be preformed by HACG executive personnel who will review all Submissions received in order to establish a list of firms deemed to be most responsive to the RFQ and best qualified to provide the required services.

A. The Evaluation Process will be based on the following Criteria:

- Expertise, experience, and qualifications of the A/E's firm.
- Geographic location of the A/E's office where work will be performed in relation to the project locations(s).
- Current and projected workload, plan to complete the work and ability to complete the work in a timely manner.
- Expertise and past experience of the A/E in providing services on projects of similar size, scope and features as those required on these projects.
- Qualifications and experience of the A/E's project manager to be assigned to these projects.
- Financial responsibility as evidenced by the A/E's carrying Professional Liability Insurance.

Generally, the selection will consider the A/E's overall suitability to provide the required services within the project's time, budget and operation constraints, and it will consider the comments and/or recommendations of the A/E's previous clients, as well as other references.

The evaluation of the professional qualifications of the proposals will be judged as stated:

1. Responsiveness of the proposal in clearly stating an understanding of the work to be performed.		
a. Comprehensiveness of consulting work plan	Point Value	0-25
	Possible Points	25
2. Technical experience of the firm.		
a. Consulting experience	Point Value	0-10
b. Consulting services for public housing properties and other HUD/DCA funding programs and services.	Point Value	0-10
c. Demonstrate successful past performance in meeting Deadlines	Point Value	0-10
	Possible Points	30
3. Firm Qualifications		
a. Qualifications of the staff	Point Value	0-25
b. Size and structure of the firm	Point Value	0-15
	Possible Points	40
4. Additional Considerations		
a. Section 3 business	Point Value	0-3
b. MBE/WBE	Point Value	0-2
	Possible Points	5
	Maximum Possible Points	100

B. After evaluation of the proposals received in response to the RFP, if necessary, HACG may engage in individual discussions and interview the proposers deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to provide the required services. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed contract.

3. REQUIRED SUBMISSION TIMELINE

The submissions must be received by 4:00 p.m. on Thursday, February 3, 2022.

Issue RFQ	Thursday	December 30, 2021
HACG Board Approval	Wednesday	February 16, 2022

4. RESPONSE DATE AND PLACE

Submissions in response to this solicitation will be accepted as described in the attached advertisement. Submit documents in an envelope marked:

**RFQ # 22-702 REQUEST FOR QUALIFICATIONS
ARCHITECTURAL & ENGINEERING SERVICES
Rickey C. Miles, Modernization Manager
Housing Authority of Columbus, GA
1000 Wynnton Road
Columbus, Georgia 31906**

5. QUESTIONS AND INQUIRIES

Questions and inquiries regarding this solicitation may only be submitted in writing (e-mail is acceptable) and should refer to the specific paragraph in question. All questions should be submitted to the submission address or e-mail address identified in **Section D; 4. Response Date and Place** of the RFQ. **The deadline for submission of questions will be Thursday, January 20, 2022 by 4:00 p.m., E.S.T.**

6. HACG PROCUREMENT POLICY

All submissions become the property of HACG and will not be returned. Submissions will be held in confidence and provided only to those involved in the procurement process.

HACG may reject any or all proposals that are determined not to be in the best interests of HACG. HACG will select Offerors based on qualifications, subject to fair and reasonable compensation.

SECTION E – GENERAL INFORMATION

1. INTERPRETATION

The intent of this RFQ is to provide prospective Offerors with sufficient information to enable them to provide an acceptable response to this RFQ. Every effort has been made to outline requirements and to provide information in a format that is clear and concise. Questions and inquiries regarding this RFQ may be submitted in writing by post or fax only and must refer to the specific section and paragraph in question or by reference as ‘general’ if the question does not apply to a specific Section and Paragraph.

All inquiries must be submitted as described in the attached advertisement.

Responses to inquiries will be provided as written Addenda to this RFQ and will be on file at HACG offices and made available to all potential Offerors to whom this RFQ has been issued. The Addenda will become an integral part of the requirements of this RFQ and all Offerors will be obligated by the addenda.

All Offerors must comply with the conditions, requirements and specifications contained herein. Any departure shall constitute sufficient cause for rejection of the proposal at HACG discretion.

2. HACG OPTIONS

HACG reserves the right at any time and in its sole discretion and for any reason, to do any or all of the following:

- a. Waive or correct any immaterial defect or technical error in any response, proposal or proposal procedure, as part of the RFQ or any subsequent negotiation process.
- b. Reject, in whole or in part, all submissions received in response to this RFQ which are incomplete and/or non-responsive.

- c. Request that certain or all Offerors to this RFQ supplement or modify certain aspects of the information contained their submissions.
- d. Cancel this RFQ and/or reissue a new RFQ.
- e. Procure any service by any other means legally permitted.
- f. Modify the selection procedure, the scope of the proposed project or the required responses.
- g. Extend deadlines for accepting proposals, request amendments to proposals after the submission deadline or negotiate or approve final agreements.

No award will be made to any Offeror that is determined not responsible to perform or if suspended, debarred or otherwise determined ineligible to receive an award by HUD in accordance with 24 CFR Part 24. HACG will review the Offerors' ability to perform the contract successfully, considering such factors as the Offerors' integrity, compliance with public policy, record of past performance and resources.

3. NO CLAIM AGAINST HACG

An Offeror shall not obtain, by submitting a proposal in response to this RFQ, any claim against HACG or any HACG property by reason of all or any part of the following: any aspect of this RFQ; the selection process; the rejection of any or all submissions; the acceptance of any submission; entering into any agreements or the failure to enter into any agreements; any statement, representations, acts or omissions of HACG or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and any other matters arising out of the foregoing.

The Offeror will be responsible for all costs incurred in preparing a response to this RFQ. The Offeror selected for negotiation and agreement will be responsible for all costs to self during the agreement negotiation process.

No contractual rights shall arise out of the process of selection and negotiation until HACG and the selected Offeror have signed an agreement. Work under the agreement shall commence immediately upon execution.

4. PERSONNEL & RESOURCES

In submitting a proposal, the Offeror is representing that the personnel and resources described in their submission will be available to perform the services required. All personnel providing services for fulfilling the requirements of this contract shall be considered at all times to be the sole employees of the Offeror, under the sole direction of the Offeror and not the employees nor agents of HACG.

5. CONTACT WITH HACG STAFF, BOARD MEMBERS AND RESIDENTS

All communication with HACG shall be in writing, addressed as described in the attached advertisement.

Offerors and their representatives may not make representation or contact with HACG Staff, Board Members or Residents other than through the written communication process addressed as described in the attached advertisement. Improper contact by or on behalf of any Offeror will be grounds for disqualification.

6. RULES, REGULATIONS AND LICENSING REQUIREMENTS

The Offeror, their staff and agents shall comply with the laws, ordinances and regulations applicable to the services required.

All services shall have oversight by a duly qualified Professional Engineer licensed in the State of Georgia. All services, all preparation of drawings and all preparation of reports shall be performed by professionals qualified to provide such services. All drawings and reports shall be reviewed, checked and stamped where necessary by a qualified Professional Engineer licensed to provide professional services in the State of Georgia.

7. EQUAL OPPORTUNITY EMPLOYMENT

Offerors agree that there will be no discrimination as to race, gender, religion, color, age, creed or national origin regarding obligations, work and services performed under the terms of any contract ensuing from this RFQ. Offerors must also agree to comply with Executive Order 11246 entitled "Equal Employment Opportunity" as amended by Executive Order 11375, as supplemented by the Department of Labor Regulations (41 CFR Part 60).