



GRAND RAPIDS HOUSING COMMISSION

REQUEST FOR QUALIFICATIONS (RFQ) FOR ARCHITECTURAL/ENGINEERING SERVICES

The Grand Rapids Housing Commission (GRHC) is accepting qualifications for Architectural and Engineering Services (A&E) for the Design/Build project to accomplish “moderate rehabilitation” and improvements at the Hope Community Main Service Center and the six (6) associated duplexes.

The Scope-of-Work for the above-listed development will consist of all A&E services necessary to complete the specific items of work listed below to include, but not limited to:

- Participation in selection of the Design/Build Construction Manager/General Contractor.
- Architectural, mechanical, electrical, structural, and landscape engineering services for the preparation of preliminary and final construction plans and specifications.
- Preparation of bidding documents and determination of a Guaranteed Maximum Price (GMP).
- Pre-bid and pre-construction meetings.
- Construction inspection, monitoring, and payment services.
- Construction progress meetings and other meetings as requested by the GRHC.
- Compliance documentation as required by local, state, and federal permitting agencies.
- Compliance documentation as required by funding sources.
- Project close-out and warranty-period services.

Please see attachments which offer more information regarding the scope of the project.

The GRHC will utilize the Qualifications Based Solicitation (QBS) method for determining the most qualified firm. Submitted proposals will be evaluated using the follow criteria with the maximum number of points available listed:

Item No.	Evaluation Criteria	Maximum Points
1.	Firm name, office address, telephone and fax numbers, contact person’s name, phone number, and email address. Federal Employer Identification number (EIN), and website address (if applicable).	2
2.	Listing and profile of firm’s principal officers.	2
3.	Names, titles, and basic information of all design team personnel who would be assigned to this project, including subcontractors/consultants, and administrative personnel (to include accounting and finance).	5
4.	Licensing and/or accreditations listed for each design team person, including subcontractors and/or consultants.	5
5.	Resume for the company principal officer and lead Project Architect.	6
6.	A&E firm’s experience in design/build housing projects with an emphasis on projects in the previous five (5) years.	30

7.	For projects listed in 6 above, provide A&E's cost estimate and final construction costs. Indicate the amount of percentage over/under A&E's cost estimate.	20
8.	Previous work with MSHDA, LIHTC, and/or U.S. Department of Housing and Urban Development (HUD) funded projects.	15
9.	Previous work with the GRHC or other Public Housing Authorities.	10
10.	References from a minimum of three (3) previous clients for whom similar type work was performed.	5
	Total Points Available =	100

The deadline for submission of the Request for Qualifications (RFQ) is Thursday, February 15, 2018 at 2:00 p.m. Electronic submissions (in .pdf format) are highly encouraged.

The Housing Commission will rank the A&Es according to their submitted responses and the **highest ranked A&E firm**, as determined by RFQ evaluation score, will be invited to submit a Request for Proposal (RFP) containing the firm's price to perform the Scope of Work and services identified in this RFQ and the subsequent RFP. If a negotiated fee cannot be agreed upon between the Housing Commission and the top ranked A&E firm, the remaining firms will be contacted in order of their evaluation score and offered the opportunity to submit a RFQ and price proposal.

Award of the contract is anticipated to take place on or about Wednesday, February 21, 2018. Award of the contract will be made at the sole discretion of the Grand Rapids Housing Commission, who reserves the right to reject any or all submittals in whole or in part.

Inquiries regarding this RFQ may be directed to Michael R. Weaver, P.E., Real Estate Development Coordinator at (616) 235-2600, Ext. 1110 or via email at mweaver@grhousing.org.

Sincerely,



Michael R. Weaver, P.E.
Real Estate Development Coordinator

Attachment: Hope Community –Scope-of-Work

HOPE COMMUNITY – STATEMENT OF WORK

ITEM ID#	WORK ITEM DESCRIPTION	UNIT	QTY
1 - SITE WORK (Main Building)			
1	Tree removal	EA	1
2	Replace landscaping (Remove shrubs from front area, replace with low maint items)	LS	1
3	Resurface asphalt parking surface	SY	525
4	Replace existing Site sign	EA	1
5	Replace wood fencing w/vinyl fencing	LF	1
6	Replace and relocate shed	EA	1
7	Replace playground surface (currently mulch)	LS	1
8	Replace existing metal halide lights w/LED lights.	EA	2
1 - SITE WORK (Duplexes)			
9	Replace concrete sidewalk (as needed)	LF	1
10	Tree removal	EA	1
11	Trim trees	EA	6
2 - BUILDING ENVELOPE (Main Building)			
12	Replace exterior metal doors and frames	EA	5
13	Replace asphalt shingle roof	LS	1
14	Replace roof gutters (Rear of bldg only)	LF	62
15	Replace exterior light fixtures on bldg w/LED fixtures	EA	3
16	Replace Exit signs	EA	15
2 - BUILDING ENVELOPE (Duplexes)			
17	Replace roofs	EA	6
18	Add exterior LED lights to building	EA	24
19	Add exterior door to garage at 1043/1045 Ionia	LF	1
20	Replace front porch railings and posts	EA	12
3 - MECHANICAL/HVAC (Main Building)			
21	Replace 2 existing boilers	EA	2
22	Replace 6 Boiler manifolds	EA	6
23	Install two (2) 40-gallon commercial water heaters	EA	1
24	Install Central Air (Including adding ductwork)	LS	1
25	Remove all Window style AC units	EA	4
3 - MECHANICAL/HVAC (Duplexes)			
26	Replace existing furnaces w/AC capable furnaces	EA	6
4 - KITCHEN (Main Building)			
27	Replace stoves	EA	12
28	Replace refrigerators	EA	6
4 - KITCHEN (Duplexes)			
29	Replace existing faucets (Kitchen)	EA	12
30	Replace kitchen cabinets	EA	12
31	Replace kitchen counter tops	EA	12
32	Replace existing bathroom sinks	EA	12
33	Replace existing faucets (Bathroom)	EA	13

HOPE COMMUNITY – STATEMENT OF WORK (Continued)

5 - LAUNDRY (Main Building)			
34	Replace heavy-duty commercial washers	EA	2
35	Replace heavy-duty commercial dryers	EA	2
6 - BATHROOM (Duplexes)			
36	Replace existing faucets (Bathroom)	EA	12
37	Replace bathtubs and surrounds (as needed)	EA	12
38	Replace bathroom mirrors	EA	12
39	Replace bathroom vanities/counter tops	EA	12
7 - INTERIOR (Main Building)			
40	Replace all existing light fixtures with LED fixtures (Apts)	EA	48
41	Replace all existing light fixtures with LED fixtures (Common areas, corridors & garage)	EA	54
42	Remove carpet & Install VCT (Corridors and stairways)	SY	97.2
42	Remove VCT in kitchen and install vinyl plank flooring. (Include extra planks for future damaged areas)	SY	91.2
43	Replace carpet throughout. All apts	SY	570
44	Replace carpet (Lounge, Multi-purpose room, 1st Flr Offices, Playroom, Cribroom, & 2nd Flr Mezzanine)	SY	405.5
45	Replace windows (Common areas)	EA	16
46	Replace windows (Apartments)	EA	27
7 - INTERIOR (Duplexes)			
47	Remove existing VCT flooring. Replace w/vinyl plank flooring	SY	189.2
48	Replace all carpeted areas	SY	780.1
49	Replace existing windows (Units)	EA	66
50	Replace interior doors (bedrooms & bathrooms)	EA	84
51	Replace bedroom closet bi-fold doors	EA	60
52	Replace sliding glass doors and screens	EA	12
53	Replace garage windows w/glass block windows	EA	24
8 - OTHER SYSTEMS (Main Building)			
54	Replace security cameras, DVR and entry system	LS	1