Request for Qualifications (RFQ)
Architectural and Engineering Services

The intent of this RFQ is to have firms under consideration specifically address the architectural & engineering services required and to provide a well-considered response to this request. Deadline for submission is May 10th, 2021 at 2:00pm.

Agreement Term:

It is the intent of the PHA to utilize the A&E service firm selected through this RFQ for the time period of 7/1/2021 – 6/30/2024. However, should the PHA or A&E service firm decide the agreement is no longer in the best interests of either party, then the agreement may be cancelled with a 90 day notice to the other party, in writing. During that time frame, all work is to be performed as scheduled and all work is to be compensated as previously agreed.

Scope of Work/Technical Specifications.

PCHA is seeking proposals from qualified, licensed, and insured entities to provide the following detailed services listed herein:

More than One Award Possible.

PCHA reserves the right to complete award to one firm only or to complete award to multiple firms. If award is made to more than one firm, such awards will be based on PCHA's opinion that a firm can offer PCHA greater value for a certain service area ("service area(s)" as detailed within the immediate following Section). PCHA reserves the right to make such decision at any time during the ensuing contract period(s) meaning, the Agency could initially make award to one firm only, then, at any time during the ensuing contract period(s), decide to make an additional award(s) if PCHA decides such is in its best interests to do so.

General Service Areas.

PCHA intends to award contract(s) to firm(s) to provide architectural and engineering services (A/E) for various projects PCHA may need throughout the year. Services will include, but are not limited to, typical A/E services pertaining to, on an as-needed basis at PCHA's discretion, both new construction and rehabilitation of buildings, and land that PCHA owns.

Pike County Housing Authority

Typical A/E Services may include, but are not limited to, the following:

- Site planning and surveying;
- Structural, mechanical, electrical, and civil engineering;
- Landscaping;
- Cost estimating;
- Construction contract administration;
- Physical Needs Assessment;
- Energy Audit;
- Environmental Review;
- Accessibility Review; and
- Any other related services that may be typically performed by either an architectural or engineering firm in its normal course of business.

Phases of the A/E Services may include, but are not limited to, the following:

- Schematic Design/Preliminary Study Phase;
- Design Development Phase;
- Bidding, Construction, and Contract Document Phase;
- Bidding and Award Phase;
- Construction Phase; and
- Post Completion/Warranty Phase.

Design Product.

Any design product shall meet all state and local code requirements and shall conform to all applicable local codes, ordinances, regulations, and standards, including HUD's Section 504 program; UFAS; ADA; and ANSI requirements. The design may also include coordination for the abatement of hazardous materials as well as demolition of existing structures.

Method of Award (Task Order).

PCHA will retain the right to contract with any of the responsive and responsible proposers as a result of this RFQ, which shall occur in the following manner (this is sometimes called "forming a pool" of contractors that PCHA may draw from):

When PCHA has need to complete an award to a proposer, each proposer will be ranked as a result of the evaluation detailed within the Section herein.

Once the evaluation has been completed, PCHA will contact the 1st-ranked proposer to ascertain as to whether or not that contractor is available to do the work within the reasonable time-frame PCHA has established for that work; if the firm is available within PCHA's requirements, PCHA shall then, in conformance with all HUD requirements and its own Procurement Policy, attempt to negotiate a reasonable cost with the available firm. If such negotiation cannot be successfully concluded within 5 business days (or sooner, if PCHA decides such is in its best interests), PCHA shall retain the right to suspend negotiations with that firm and proceed to the 2nd-ranked firm. P**lease Note:** Once the Agency has ended negotiations with the 1st-ranked firm, PCHA shall not again enter into negotiations with that firm pertaining to that task order (however, this shall not cause that firm to lose its place as the 1st ranked firm for any following task orders, if applicable).

If, as detailed within the preceding Section, the 1st-ranked proposer is not available or PCHA is not able to successfully reach a negotiated cost with the 1st-ranked proposer, PCHA will proceed to the next-ranked contractor and repeat the same negotiation process. This process may be repeated by PCHA with ensuing ranked firms until PCHA has successfully negotiated a reasonable cost.

Scope of Services.

The scope of services may include, but are not limited to, the following:

- Conduct field inspections for the development of plans and specifications;
- Capability to provide professional services in a timely manner;
- Prepare itemized Independent Cost Estimate;
- Assist in the evaluation of all construction bids;
- Make changes or revisions to the bid documents as may be required as a result of bidding cost overruns in excess of budget;

Pike County Housing Authority

- Review all construction related submittals;
- Conduct job meetings and prepare meeting reports;
- Conduct inspections during construction phase, and subsequent submittal of the inspection reports; and
- Provide the Housing Authority with reproducible copies of all plans as built conditions upon completion of construction work.

Previous/Current Contractors.

PCHA's current contractor for A&E services is Eggemeyer Associates Architects located in Herrin, Illinois.

Submittal Requirements.

Interested firms shall submit a concise statement of the firm's qualifications, which includes the following information, documented in the manner and order outlined as follows:

Cover Letter;

General Firm Information;

- Name, contact person, address, phone number and e-mail.
- Brief history of firm including list of services provided, the firm's organizational structure and number of employees.
- Names and experience of key individuals, including professional registrations and experience with relevant projects.

Project Approach;

- State understanding of the proposed project and the project approach that will be used for the completion of the proposed scope of work.
- Provide a proposed project timeline for the completion of services requested.

Project Team;

- List professional and support positions, along with their roles as part of the Project Team.
- List professional consultants outside your firm you propose to subcontract with for professional services for this project. Provide specific information on the outside firm and its team members.

Similar Project Experience;

Submit a list of three to five similar or related projects and provide the following:

- Name of Project.
- Location of Project.
- Project Description.
- Services Provided.
- Client Contact Information.
- Relevant project photographs, drawings or renderings.

Other Submittal Requirements;

Pike County Housing Authority

- In a one-page narrative, explain why your firm is uniquely positioned to be the selected firm for this project.
- Provide verification of General Liability and Professional Liability Insurance coverage.
- Provide verification of firm's license in the State of Illinois.

Additional Information.

Any inquiries that prospective firms may have regarding this RFQ should be directed to Chris Bruns at 217-407-0707 or cbruns@pikehousing.com by no later than May 3rd, 2021 at 2:00pm.

RFQ Deliverables.

All interested firms should provide three (3) copies of the requested RFQ information clearly labeled: Pike County Housing Authority - Architectural and Engineering Design Services. The copies shall be delivered to, and in possession of Chris Bruns by no later than May 10th, 2021 at 2:00pm at the location listed below. Facsimile and e-mail submittals will also be accepted.

Pike County Housing Authority
Attn: Chris Bruns, Executive Director
PO Box 123, 838 Mason Street
Barry, IL 62312
Phone: 217-407-0707
Fax: 217-407-0708
Email: cbruns@pikehousing.com

Evaluation.

PCHA will review and evaluate the RFQ documents received based on the content of their submittals.

Factors that will be considered include, but are not limited to, the following:

- Experience, availability and qualifications of Project Team;
- Approach and understanding of the scope of work;
- Experience with similar project types; and
- Client references

RFQ's will be rated using the following point system:

- Professional and technical competence and previous experience – 30 points
- Capability to provide professional services in a timely manner – 25 points
- Past performance in terms of cost control, quality of work, and compliance with performance schedules – 25 points
- Knowledge of local building codes – 10 points
- General response to the invitation – 10 points
- 100 Total Points

Once the submittals have been reviewed, PCHA may request firms to perform an interview. However, if a best RFQ is clearly identified by PCHA there will not be a need for interviews. All firms submitting will be notified in writing upon the completion of the selection process.

Pike County Housing Authority