



Housing America Corporation

REQUEST FOR PROPOSALS
(RFP)

FOR
ARCHITECTURAL AND ENGINEERING SERVICES FOR THE DESIGN OF
A 24 UNIT APARTMENT COMPLEX

SEALED PROPOSAL SUBMISSION DEADLINE
NO LATER THEN 2:00 PM, ARIZONA TIME, JULY 22, 2011



HOUSING AMERICA CORPORATION
REQUEST FOR PROPOSALS
ARCHITECTURAL AND ENGINEERING SERVICES

I. REQUEST FOR PROPOSAL:

A. *REQUEST*

Proposals are now being accepted by Housing America Corporation from qualified Architect/Engineer firms (A & E) teams to plan and design the construction of 24 units of farm workers apartment complex in a 2 acre site approximately. The project is located in Somerton Arizona, 85350 and provides any other related services in accordance with applicable Federal, State, and Local requirements.

Respondents to this RFP must submit a proposal to Housing America Corporation that addresses the various components as set forth in this RFP.

B. *OBTAINING A REQUEST FOR PROPOSAL*

This document is available to all qualified firms that request a copy prior to the closing date/hour of submission.

Copies of this RFP can be obtained from Housing America Corporation, Construction Department, 130 N. State Avenue Somerton, Arizona 85350, or by calling (928) 627-4221. For further information on Housing America Corporation contact us on the Internet at www.housingamericacorp.com

II. BACKGROUND INFORMATION

Housing America Corporation is a 501(c) 3 non-profit that focuses on empowering very-low, low and moderate income individuals and families through affordable rental housing, homeownership education, down payment assistance, Self-help program and foreclosure intervention.

III. TERM OF CONTRACT

- A. It is Housing America Corporation intent to enter into a single agreement with a selected Architectural and Engineering firm to provide professional services to design a 24 total unit, 12 3-bedroom/2 bathroom each at 1034 square feet and 12 2-bedroom/2barhroom each at 920 square feet approximately. They will be arranged in 3(three) - 2(two) story buildings of 8 units each with exterior stairs. There will be a common building with laundry, common room, office and restrooms. Design need to include green building techniques that will give the project the Energy Star or LEED certification whichever applies.
- B. The fee proposal, as negotiated prior to contract award (if required), will become the final unit price guideline under the terms of this contract.
- C. The contract resulting from this proposal will commence upon the date of contract execution by both parties.
- D. Housing America Corporation will only pay Section #1 of the project until funding its approved.

IV. SCOPE OF WORK

This project will be under USDA section 514/516 financing and requires the design part to be in 2 Sections. **Section # 1:** Design “ONLY” the items included in Exhibit “A” HB-1-3560 (Attachment 4-D Section II-C) (schematic drawings) at the time the application is submitted. **Section #2:** Design entire scope of work to a 100%. If the project is not funded Housing America Corporation will pay only for work done under Section #1.

Services to be included but not limited to:

A. SUPPORT SERVICES

1. Boundary & Topographic Survey
2. Geotechnical Soils Investigation
3. Phase 1 Environmental Site Assessment.

B. CIVIL DESIGN

1. Meetings / Coordination
2. SWPPP
3. Site Visit
4. Site Plan-Parking Areas, Access, Retention Basins, Building Layout
5. Paving & Grading Plan
6. Water & Sewer Plans
7. Landscaping and Irrigation Plans
8. Project Detail Specifications
9. Final Plans / Submittals / Cost Estimates
10. Approvals / Comments / Revision to Plans

C. PRELIMINARY ARCHITECTURAL DESIGN

1. Client Consultation
2. Agency Coordination / Processing / Predevelopment
3. Architectural Preliminary Design

D. ARCHITECTURAL DESIGN

1. Code Analysis
2. Construction Documents
3. Specifications
4. Approvals / Revisions to Plans
5. Sub-Consultants-Mechanical (Including HVAC, Plumbing and Fire Suppression System Design)
6. Sub-Consultant Structural
7. Sub-Consultant Electrical
8. Printing and Reproduction

V. DELINEATION OF RESPONSIBILITIES

A. RESPONSIBILITIES OF THE CONSULTANT

1. The Firm shall be responsible for undertaking the services identified under Section IV above, or as negotiated (if required) with Housing America Corporation, upon execution of the contract by both parties.
2. All invoices for services must be submitted to Housing America Corporation in duplicate and include a brief description of services rendered.
3. During the course of the project, the firm may invoice Housing America Corporation for services rendered, no more than once per month.

4. Deliverables: Firm recognizes that all work completed under this contract will be considered property of Housing America Corporation and may be used or reproduced by Housing America Corporation for any purpose. All reports, research, calculations, survey and other work performed under this scope of work will become property of Housing America Corporation and will be delivered to Housing America Corporation within thirty days following completion of the work.

5. Time Frame

The Firm shall provide a time frame for the completion of Section # 1 and Section # 2 separate.

6. Employment Verification: firms warrants, and shall require its subcontractors to warrant, that it is in compliance with all Federal Immigration laws and regulations that relate to its employees and with A.R.S. § 23-214 relating to verification of employment eligibility.

A breach of this clause shall be deemed a material breach of the Contract and is subject to penalties up to and including termination of this contract.

The Provider understands and acknowledges the applicability to it of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986 and the Drug Free Workplace Act of 1989. The following is only applicable to construction contracts: The Provider must also comply with A.R.S. § 34-301, "Employment of Aliens on Public Works Prohibited", and A.R.S. § 34-302, as amended, "Residence Requirements for Employees".

Pursuant to A.R.S. § 35-391.06 and § 35-393.06, Provider certifies that it does not have a scrutinized business operation, as defined in A.R.S. § 35-391 and § 35-393 in Sudan and Iran.

B. RESPONSIBILITIES OF HOUSING AMERICA CORPORATION

1. Housing America Corporation will make available to the firm all documents in Housing America Corporation possession that may be useful in completing the project or services requested. However, it will remain the firm responsibility to gather and verify the necessary data.

2. Housing America Corporation will make payment on such invoices submitted in conformance with the contract within thirty (30) calendar days of receipt and verification of the invoice, but no more than once per month.

C. REVIEW COMMITTEE

Housing America Corporation will set up a review committee to evaluate the proposals generated by this RFP.

D. TERMINATION OF CONTRACT

Housing America Corporation reserves the right to terminate any part of or the entirety of any contract that may result from this proposal, without cause and at any time with thirty calendar day written notice. In such case, the Consultant will be paid for services rendered through the date of the termination notice, and the results of all such work, including all documents and files, through that date will become the property of Housing America Corporation.

VI. PROPOSAL FORMAT

The proposal will be in (standard 8.5 x 11 sheets of paper, not including the front and back cover, table of contents, reference forms, or signed addendums) with text no smaller than 11 points, except that pictures and figures and their captions may use smaller fonts. The proposal must include the following:

A. LETTER OF TRANSMITTAL

An officer of the firm authorized to contract for the work must sign the transmittal letter. The letter of transmittal must be addressed to Construction Director, Housing America Corporation, 130 N. State Avenue, P.O. Box 600, Somerton Arizona 85350 and must, at a minimum, contain the following:

1. Identification of the Consultant including name, address, telephone number, FAX number and E-mail address.
2. Location of the office from which service will be provided, including hours of operation.

B. PERCEPTION AND RESPONSIVENESS TO HOUSING AMERICA CORPORATION REQUEST

The proposal must address the criteria for selection, as outlined in the items below, in relation to the project background and Scope of Work. It must also include the Provider's detailed perception for the Scope of Work identified herein.

Proposals must not include any elaborate or promotional material.

C. CONSULTANT'S EXPERIENCE AND QUALIFICATIONS

The proposal must include a demonstration of the firms' knowledge and experience relative to the items identified under the Scope of Work. This will include a list of similar projects and a description of the Consultant's general organization and names of key personnel, indicating the depth, breadth and quality of experience.

All proposed professional sub-consultants to be used for this contract must be listed and must provide the information addressed above.

To be considered as eligible to submit a Proposal, Bidder must be legally licensed under applicable laws in the State of Arizona.

Firms must provide a certificate of insurance and an Arizona State compensation certificate of insurance.

D. PROJECT TEAM

The proposal must include the identification and organization of the team proposed to be assigned to this project, with individual resumes and the specific areas of responsibility of key personnel, concentrating on both breadth of experience and experience on similar projects. The same information must be provided for any professional sub-consultants proposed to be involved in any work under this proposal.

E. CONFLICT OF INTEREST INFORMATION

Information on possible conflicts of interest should be provided as part of proposal response. Such information will be taken into account in making a decision on the selection of the Consultant(s) to perform the services.

Should a conflict arise during preparations for or while undertaking these services, the Consultant shall immediately advise Housing America Corporation of such conflict.

Attached please see exhibit "B"

F. FEE PROPOSAL

The fee proposal will include a not-to-exceed fee, unit rate for miscellaneous expenses, and the hourly rate fees for all proposed staff on this project. The fee proposal must also indicate company name, date and signature of an officer authorized to contract for the work. The fee proposal submitted will remain valid for a period of 120 calendar days from the opening date of the RFP.

The fee proposal *must be submitted in a separately sealed envelope* with the Respondent's proposal. The outside of the envelope must be marked with the Respondent's name and address, Professional Services for the Design of 24 Unit Apartment Complex

The not-to-exceed fee proposal, including individual components for this project, will be opened after initial proposal evaluation.

G. REFERENCES

References (*three minimum*) must be provided identifying each client, a contact person and the client's mailing address and telephone number for similar projects accomplished by the project team and/or personnel to be involved in these projects. One of the clients must be a government agency. **References from current Housing America Corporation employees are not needed and should not be requested.** If you list a Housing America Corporation project in your experience, we will contact the associated project manager for his/her input.

VII. PROCESSING OF PROPOSALS

A. QUESTIONS

Questions regarding this Request for Proposals, the Scope of Work, Exceptions, or need for additional data or information must be submitted in writing no less than seven working days prior to opening date, to the Buyer, Housing America Corporation, 130 N. State Ave, PO Box 600, Somerton, Arizona 85350. Please fax questions to: (928) 627-0102.

B. PRE-PROPOSAL MEETING

None anticipated

C. SUBMISSION OF PROPOSAL

To receive award consideration, *one original proposal (signed in blue ink, and marked "Original") must be received in a sealed package by the Construction Department no later than 2:00 PM, Arizona Time, Friday, July 22, 2011*, at which time they will be opened and later distributed for evaluation.

Two sealed package(s) must be clearly marked with: *Envelope # 1 Architectural and Engineering Services for the design of 24 unit apartment complex, Architectural and Engineers Qualifications and Experience. Envelope # 2 Architectural and Engineering Services for the design of 24 unit apartment complex, Proposed Fees for Architectural and Engineering (envelope #2 to consist with Section # 1 and section #2 as per Section IV Scope of Work on page 3)* and may be mailed to Housing America Corporation, Construction Department, PO Box 600, Somerton, Arizona 85350 or delivered to Construction Department, Housing America Corporation, 130 N. State Avenue, Somerton, Arizona 85350.

Any proposals received after 2:00 PM, Arizona time, on the date identified above (unless changed by addendum) will not be considered and will be returned unopened to the sender at sender's expense. No oral or electronically transmitted proposals will be considered. Proposals may be modified or withdrawn at any time before the deadline for submission. All proposals will be held in confidence until a contract has been executed or City Council has rejected all proposals. All materials submitted in response to this RFP will become the property of Housing America Corporation and may be returned only at Housing America Corporation option and at the Firm's expense.

D. REJECTION OF PROPOSALS

Housing America Corporation reserves the right, after opening the proposals, to reject any or all proposals, or to accept the proposal(s) that in its sole judgment may be in the best interest of Housing America Corporation.

E. Pre-contractual Expenses

Housing America Corporation shall not, in any event, be liable for any pre-contractual expenses incurred in the preparation of a Consultant's proposal, prior to execution of the contract by both parties.

Pre-contractual expenses are defined as expenses incurred by the Consultant in:

1. Preparing and submitting proposal(s) to Housing America Corporation;
2. Preparing for and participating in oral presentations, if any;
3. Negotiations with Housing America Corporation on any matter related to the contract terms, professional fees, and schedule.
4. Any other expenses incurred by the Consultant prior to reaching agreement in advance of the date of award of the proposed contract.

F. NOTIFICATION OF SUCCESSFUL FIRM(S)

Successful potential firms(s) will be notified as soon as possible by Housing America Corporation following approval by Housing America Corporation Board Members. An estimated 300 calendar days may elapse between the final date on which Proposals will be accepted and the date on which Housing America Corporation Board authorizes Staff to begin negotiations with the top-ranked firms. In the event that Housing America Corporation is unable to negotiate a contract with the top-ranked firms, then negotiations will be terminated by Housing America Corporation in writing and negotiations will then commence with the next Firm on the list and continue downward.

G. Notification of Unsuccessful Consultants

Housing America Corporation shall notify unsuccessful potential Consultants as soon as possible after execution of a contract with the successful Consultant(s). It is estimated that the selection process should take 120 days or less in its entirety.

VIII. SELECTION OF CONSULTANT(s)

A. QUALIFICATIONS

The firms may be a single firm or a joint venture and must show evidence of its technical capability in this work. The Firm shall also be knowledgeable and in accordance with all applicable Federal, State, and Local government laws and regulations. Work must be done in conformance with current professional practices in the State of Arizona.

B. CRITERIA FOR SELECTION

Selection among the proposals received will be based upon the following criteria.

Criteria Description	Maximum Points Allowed
Consultant's Experience (Envelope # 1)	30 Points
Project Team (Envelope # 1)	20 Points
Project Understanding and Approach (Envelope # 1)	5 Points
Level of Effort (Envelope # 1)	5 Points
Fee Proposal (Envelope # 2)	40 Points
Total Maximum Points	100 Points

Housing America Corporation **may** prepare a short list of no more than four (4) firms from the submitted proposals for oral presentations to a Selection Committee. This decision will be based on the number, quality and ranking of proposals received. If proposals are deemed of a high enough quality, oral presentations may be waived and a finalist selected based on proposals submitted.

In the event oral presentations are required, Housing America Corporation will not be responsible for any expenses incurred by the potential firms for these presentations. New evaluation criteria will be established for oral presentations (interviews). Housing America Corporation will provide the desired format and criteria prior to the oral presentations. In such case, the rankings will be set aside and the final ranking of firms will be determined by the evaluation team based only upon the oral presentation. **PRESENTATIONS MUST BE CLEAR AND CONCISE.**

The final selected firms(s) will be recommended for contracting for this work. However, if it is determined to be in the best interest of Housing America Corporation, all proposals may be rejected and Housing America Corporation may reissue Requests for Proposals.

C. NEGOTIATIONS OF CONTRACT

After selection of the successful firms and approval by Housing America Corporation's Board of Directors, Housing America Corporation will negotiate the contract under which the work is to be performed. All items submitted in the proposal will be subject to negotiation. Additionally, Housing America Corporation reserves the right to enter into single or multiple contract(s) with a selected Firm or firms for any or all of the components of this project.

If negotiations for fees and services are successful with the selected firms, as determined by Housing America Corporation, a contract for service will be prepared. In the event that negotiations for fees or services are not successful, Housing America Corporation will terminate those negotiations in writing and begin negotiations with the next Firm in descending order of approval to negotiate.

The Firm will not assign or transfer any or all of its rights, duties or obligations without the prior written consent of Housing America Corporation.

IX. POINT OF CONTACT

Ron Zimmerman or Alex Gallardo
HOUSING AMERICA CORPORATION
CONSTRUCTION DEPARTMENT
130 N. STATE AVENUE
PO BOX 600
SOMERTON, ARIZONA 85350
Phone: (928) 627-4221
FAX: (928) 627-0102

rzimmerman@hacorp.org

agallardo@hacorp.org

X. POLICY ON NON-DISCRIMINATION ON THE BASIS OF DISABILITY

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, Housing America Corporation does not discriminate on the basis of disability in the admission of or access to, or treatment or employment in, its programs, activities, or services.

EXHIBIT “A”

HB-1-3560
Attachment 4-D
Page 1 of 4

ATTACHMENT 4-D CONTENTS OF INITIAL APPLICATION PACKAGE

Stage 1 - Forms to be Included in Initial Application Package

- A. *Form SF 424, Application for Federal Assistance* (when completed, this form provides the summary information about the project and the applicant);
- B. *Form RD 1940-20, Request for Environmental Information*;
- C. *Form RD 3560-7, Multiple Family Housing Project Budget/Utility Allowance*;
- D. *Form RD 1944-37, Previous Participation Certification*;
- E. *Form RD 1924-13, Estimate and Certificate of Actual Costs*;
- F. *Form RD 410-9, Statement Required by the Privacy Act* (for individuals only); and
- G. *Any other information specified in the NOFA.*

Stage 1 - Information Requested in Initial Application Package

I. To establish applicant eligibility:

A. Current (within 6 months) financial statements with the following paragraph certified by someone with the legal authority to do so:

“I/we certify the above is a true and accurate reflection of my/our financial condition as of the date stated herein. This statement is given for the purpose of inducing the United States of America to make a loan or to enable the United States of America to make a determination of continued eligibility of the applicant for a loan as requested in the loan application of which this statement is a part.”

B. Check for \$28 from individual applicants and \$40 from organizational applicants made

out to United States Department of Agriculture. This will be used to pay for credit reports obtained by the Agency.

C. Statements signed by applicants that they will pay any cost overruns.

D. Proposed limited partnership agreement and certificates of limited partners, if applicable. (Agency requirements should be contained in one section of the agreement and their location identified by the applicants or their attorney in a cover sheet.)

E. If a nonprofit organization:

1. Tax-exempt ruling from the IRS designating them as a 501(c)(3) or 501(c)(4) organization. If the designation is pending, a copy of the designation request must be submitted.
2. Purpose statement, including the provision of low income housing.
3. Evidence of organization under state and local law, or copies of pending applications.
4. List of Board of Directors.

F. If a limited liability company, proposed operating agreement and the authorized agent who has the authority to complete the loan application and loan closing documents.

G. If a trust, organizational documents and attorney opinion letter that the trust is validly formed and identifying the authorized representative to act on the trust's behalf.

II. To establish project feasibility:

A. Market feasibility documentation: Either a market study or a market survey, as appropriate.

B. Type of project and structures proposed (total number of units by bedroom size, size of each unit type, size and type of other facilities).

C. Schematic drawings:

1. Site plan, including contour lines;

2. Floor plan of each living unit type and other spaces, such as laundry facilities,

community rooms, stairwells, etc.;

3. Building exterior elevations;

4. Typical building exterior wall section; and

5. Plot plan.

D. Description and justification of related facilities, schedule of separate charges for related facilities.

E. Type and method of construction (owner builder, negotiated bid, or contractor method).

F. Estimated costs (*Form RD 1924-13*).

G. Statement of proposed management.

H. Congregate services package/plan (if applicable).



EXHIBIT "B"

HOUSING AMERICA CORPORATION

CONFLICT OF INTEREST FORM

I, _____, do hereby indicate:

That I, or my relative(s): _____ have a substantial interest in the contract, sale, purchase, or service to/or decision by Housing America Corporation Board of Directors as prescribed below.

_____ Date

_____ Signature

Description of Conflict:

