



## GREATER METROPOLITAN AREA HOUSING AUTHORITY

Date: **May 21, 2021**

Project Title/Number: **Professional Architectural services for RAD and LIHTC projects.**

Delivery Date/Time: **June 17, 2021 @ 2:00 pm**

TO: Prospective Offerors

SUBJECT: Request for Qualifications (RFQ)

Separate sealed proposals for: **Professional Architectural services for RAD and LIHTC projects to be developed by the Greater Metropolitan Area Housing Authority of Rock Island County located in East Moline, Silvis, and Milan IL.**

will be received at the following address:

Greater Metropolitan Area Housing Authority  
Central Office  
621 17<sup>th</sup> Avenue  
East Moline, IL 61244

until **4:00 pm** local time, **June 17, 2021**. Proposals will be held in confidence and not released in any manner until after contract award.

By submission of a proposal, the offeror agrees, if its proposal is accepted, to enter into a contract with the Housing Authority in the form included in the contract documents to complete all work as specified or indicated in the contract documents for the contract price and within the contract time indicated in the attached RFQ. The offeror further accepts all of the terms and conditions of the RFQ.

Proposals should be prepared in accordance with the attached instructions, and will be evaluated by the Greater Metropolitan Area Housing Authority as stated in the evaluation factors for award in the RFQ.

Questions regarding the attached RFQ should be directed to Amy Clark by email only at [aclark@gmaharic.org](mailto:aclark@gmaharic.org).

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Amy S. Clark  
Contracting Officer

**GREATER METROPOLITAN AREA HOUSING AUTHORITY  
SOLICITATION COVER SHEET**

1. SOLICITATION TYPE AND DESCRIPTION:

- A.      REQUEST FOR PROPOSALS (RFP)  
          INVITATION FOR BIDS (IFB)  
          REQUEST FOR QUALIFICATIONS (RFQ)

B. DATE ISSUED: **May 21, 2021**

C. PROJECT NAME: **Professional Architectural services for RAD and LIHTC projects.**

D. DESCRIPTION OF SUPPLIES/SERVICES/CONSTRUCTION: **Professional Architectural services for RAD and LIHTC projects to be developed by the Greater Metropolitan Area Housing Authority of Rock Island County located in East Moline, Silvis, and Milan IL.**

E. SEALED BIDS/PROPOSALS ARE DUE IN THE FOLLOWING LOCATION:

**Greater Metropolitan Area Housing Authority  
Central Office  
621 17<sup>th</sup> Avenue  
East Moline, IL 61244**

NO LATER THAN: **2:00pm** (local time) ON: **June 17, 2021**

CAUTION: LATE SUBMISSIONS WILL BE HANDLED IN ACCORDANCE WITH THE PROVISION ON FORM HUD-5369 OR 5369-B TITLED "LATE SUBMISSIONS AND WITHDRAWAL OF BIDS/OFFERS".

F. FOR INFORMATION CONTACT: Amy Clark at (309)755-4527, ext. 406  
OR BY EMAIL AT [aclark@gmaharic.org](mailto:aclark@gmaharic.org)

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(check all that apply)

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## SECTION B. SPECIFICATIONS/STATEMENT OF WORK

### SPECIFICATIONS/STATEMENT OF WORK

The Architectural firm or individual shall provide professional architectural services to the Greater Metropolitan Area Housing Authority for RAD and LIHTC projects to be developed by Greater Metropolitan Area Housing Authority.

It is the intention of this solicitation to procure a full-service architectural firm that provides all required professional architectural services to the Greater Metropolitan Area Housing Authority for RAD and LIHTC projects to be developed by Greater Metropolitan Area Housing Authority. **The successful firm must be registered in the State of Illinois and design work must be performed by a licensed Architect with previous Illinois Housing Development experience in tax credit projects as well as HUD RAD projects.**

Services include, but are not necessarily limited to, the preparation of design drawings and specifications, including bidding packages and cost estimates; development of construction schedules; monthly job progress meetings; monthly inspection services and reports; approval of contractors' pay requests; preparation of cost or price analysis for all construction contract modifications; participation in final inspection and approval of all punch list items; and warranty inspections.

All record drawings must be provided to the GMAHA on both hard copy and Flash Drive or other medium suitable for use by the GMAHA.

Potential projects include major and minor renovations, demolition and new construction projects at various properties in the housing portfolio, consisting of both private and public housing properties including hi-rise buildings, row/townhouses, scattered sites and single family homes. Projects may be funded using a variety of funding sources including but not limited to: RAD conversion, Section 22 Voluntary Conversion and Section 18 Conversion, HUD loan funding, Section 42 Low Income Housing Tax Credit (LIHTC) various grants and private financing.

Projects shall be designed to meet the HUD criteria in the Public Housing Modernization Standards Handbook, 7485.2 and shall comply with all applicable local, state and federal regulations and guidelines including HUD's Section 504 program, UFAS, ADA and ANSI requirements as well requirements and guidelines specific to Illinois Housing Development tax credit projects. The design shall also include coordination for the abatement of asbestos containing building materials when necessary.

**SECTION C. MANDATORY CLAUSES**

**- CONFLICT OF INTEREST STATEMENT**

**- SECTION 3 CLAUSE**

## **CONFLICT OF INTEREST STATEMENT**

No employee, officer, or agent of the Greater Metropolitan Area Housing Authority of Rock Island County shall participate in the selection, or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when a financial or other interest in a firm selected for award is held by:

- a. The employee, officer, or agent involved in the making of the award;
- b. Any member of his or her immediate family;
- c. His or her partner; or
- d. An organization which employs, or is about to employ, any of the above.

### SECTION 3 CLAUSE

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.C.S. 450e) also applies to the work to be performed under this contract. Section 7 (b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

## **SECTION F. EVALUATION FACTORS**

The Greater Metropolitan Area Housing Authority (GMAHA) will evaluate the proposals received under this solicitation in accordance with the minimum information requirements and the Proposal Preparation and Submission Outline. The evaluation process will be based on a weighted point system with the evaluation factor or subfactor's relative weight listed immediately following each factor/subfactor.

The GMAHA will rank all proposals in accordance with this point system and will begin contract negotiations with the highest ranked offeror accordingly. If negotiations between the GMAHA and the highest ranked offeror fail to produce a mutual agreement, the GMAHA will terminate said negotiations and proceed with contract negotiations with the second highest ranked offeror. Said process will continue until a mutual agreement is reached between the GMAHA and an offeror.

The GMAHA reserves the right to reject any and/or all proposals.

The GMAHA further reserves the right to waive any informalities in the proposal process, to negotiate with the offeror selected and to accept the proposal which is in the best interest of the Housing Authority.

No proposal shall be withdrawn for a period of 60 days subsequent to the proposal deadline without the consent of the GMAHA.

Section 3 business concerns, minority and women-owned businesses are encouraged to respond to this solicitation.

## ARCHITECTURAL PROPOSAL OUTLINE AND EVALUATION FACTORS

1. Evidence of the Architect or firm's ability to perform the work, as indicated by profiles of the principals and staff's professional and technical competence and experience and their facilities; (25%)
2. Capability to provide professional services in a timely manner; (15%)
3. Evidence that, where design work is involved, the A/E firm is currently registered in the State of Illinois and carries Errors and Omissions insurance. The design **Architect** must be licensed in the State of Illinois and have previous Illinois Housing Development experience in tax credit projects as well as HUD RAD projects. (Note: this is a yes or no criterion, if the answer is no, the firm is disqualified-not point scored); (10%)
4. Past performance in terms of cost control, quality of work, and compliance with performance schedules; and (20%)
5. Demonstrated knowledge of local building codes and experience (previous participation) in Illinois Housing Development section 42 tax credit projects, as well as HUD RAD projects. (25%)
6. Evidence, if applicable, of the firm's status as a Section 3 Business Concern, and the firm's Section 3 strategy or plan. (5%)



## MINIMUM INFORMATION REQUIREMENTS

1. Name of firm, the location of the firm's principal place of business and, if different, the place of performance of the proposed contract. Also, the age of the firm's business and average number of employees over the last five-year period. Indicate minority or women-owned business status, if applicable. The abilities, qualifications, and experience of all persons who would be assigned to provide the required services on this project including resumes.

2. Statement of firm's availability to commence upon Notice to Proceed and anticipated time necessary for completion of construction documents.

3. Provide proof of current errors and omissions insurance coverage. Professional firms must provide proof of current registration in the State of Illinois for both the firm and individual(s) expected to work on or be responsible for the project(s), unless the firm is a sole proprietorship. The licensed Architect must have demonstrated previous Illinois housing Development experience in tax credit projects and HUD RAD projects. Engineering services must provide proof of current registration in the State of Illinois for both the firm and individuals(s) expected to work on or be responsible for the project(s), unless the firm is a sole proprietorship.

If the firm is a sole proprietorship whose principal is responsible for all architectural and/or engineering services, the individual's registration is the sole requirement.

Additionally, any firm proposing to provide structural engineering services must also submit proof of current registration in the State of Illinois for the appropriate discipline proposing to provide said structural engineering services.

4. Listing of firm's twenty most recent construction projects depicting the scheduled completion dates versus the actual completion dates, the estimated construction cost versus the actual construction cost, the number of change orders initiated by owner and by contractor. Listing must also include project owner's name including contact person and telephone number.

5. Include list of past projects utilizing local building codes and modernization standards as set out in HUD Handbook 7485.2 Rev 1. and more specifically the level of knowledge concerning Illinois Housing Development experience in tax credit projects and HUD RAD projects. Also include any special awards or recognition received.

6. Indicate status of firm as a Section 3 Business Concern. Also include a Section 3 strategy statement/plan which provides economic opportunities to low and very low-income residents and businesses where the projects are located. Note: It is your requirement to provide these opportunities "to the greatest extent feasible."

## **SECTION F. ATTACHMENTS**

**-HUD Form 5369-B**

**-HUD Form 5370-C**

**-Profile of Firm Form**

**- CONTRACT FORM - Standard Form HUD-51915**