



FORT WORTH HOUSING AUTHORITY

"Investing in the Community"

**REQUEST FOR
COMPETITIVE SEALED PROPOSALS
AND
CONTRACT DOCUMENTS**

**REQUEST FOR
QUALIFICATIONS FOR
ARCHITECTURAL SERVICES FOR
AN INDEFINITE QUANTITY
CONTRACT**

RFP NO. R 11-275

**DUE DATE: October 21, 2011
2:00 P.M. C.S.T.**

**FORT WORTH HOUSING AUTHORITY
300 SOUTH BEACH STREET
FORT WORTH TX 76105-1158
(817) 333-2123**

REQUEST FOR QUALIFICATIONS
FOR ARCHITECTURAL SERVICES
FOR AN INDEFINITE QUANTITY CONTRACT

The Fort Worth Housing Authority (FWHA) is requesting proposals for Architectural/Engineering Services on an as-needed (Indefinite Quantities) basis for miscellaneous work items identified in any open Capital Funds Program. The work may be performed at any of the FWHA Properties located in Fort Worth. The work will proceed pursuant to the HUD Public Housing Comprehensive Improvement Assistance Program Handbook 7485.1, Rev. 4, dated December, 1989.

Proposals are invited from any registered Architect or Firm, which shall comply with all requirements of HUD Public Housing Modernization Standards Handbook 7485.2 (February 1985) and objectives of the Fort Worth Housing Authority.

Proposal submissions shall be hand delivered or mailed by certified mail and received by the Fort Worth Housing Authority, 300 South Beach, Fort Worth, Texas 76105 prior to 2:00 p.m. (local time), on October 21th, 2011. **A full copy of the Request for Proposal Qualification is available in electronic format on the Fort Worth Housing Authority website at www.ftwha.org.**

Qualifications submissions shall consist of one (1) original and three (3) copies of the completed package containing all required material.

The FWHA reserves the right to waive any informality in the best interest of FWHA.

This Request for Qualifications is for non-exclusive services. The FWHA reserves the right to contract with different or additional architectural/engineering firms on a project by project basis. However, it is the intent of the FWHA to fully utilize the awarded firm.

Please direct inquiries and responses to:

Fort Worth Housing Authority
Attn: Bob Green
300 South Beach Street
Fort Worth, Texas 76105
817-333-2125
bob@ftwha.org

I. Scope of Work

The Professional Design Contractor Services shall include, but is not limited to, needs assessments, programming, complete design and construction documents including specifications and appropriate drawings and details. The scope of responsibility can range from the simple development of specifications and drawings to complete project management dependent upon the complexity and the scope of the assigned project.

The projects listed below were done under a prior agreement, but are typical of those that are managed under the Indefinite Quantities contract.

<u>Project Type</u>	<u>Project Value</u>
• Substantial Modernization Hunter Plaza	\$ 450,000.00
• Renovation of Development Offices	200,000.00
• Renovation of Satellite Facility	90,000.00
• Fencing and Landscape Improvements	95,000.00
• Development of Roofing Specifications	8,000.00
• CAD Drawings	800.00

(FWHA) anticipates renovating a facility in 2011 the project cost 600,000.00

II. Types of work may include the following:

- A. Interior Repairs.
- B. Exterior Repairs.
- C. Bathroom and Kitchen Renovations.
- D. Plumbing Repairs and Upgrades.
- E. Mechanical Repairs and Upgrades.
- F. Electrical Repairs and Upgrades.
- G. Site Work and Site Utilities.
- H. Additions

III. Evaluation Criteria for Professional Services

A. Geographic Location & Accessibility: 15 points

State the full name and address of your organization and, if applicable, the branch office

that will perform the work on this project. Please describe your organization's location with respect to the project site and FWHA Offices at 300 South Beach Street. Thoroughly explain what steps will be taken to enhance accessibility and to minimize potential problems in the areas of availability for meetings, general communications, coordination, supervision and expenses.

B. Past Performance on Similar Projects: 20 points

Please list your organization's previous experience on similar projects (Indefinite Quantities) with public organizations or other related experience. On each project, briefly state the scope of work, construction cost, completion date, owner, owner's contact person and telephone number.

C. Management Plan and/or Approach: 20 points

Describe your firm's typical plan on managing a Project, to include the role that FWHA will play. Explain the roles that consultants will play and your methodology for coordination, communication and control.

D. Technical or Work Plan: 20 points

Describe your firm's technical plan for accomplishing a typical renovations project. Discuss your Firm's approach during each phase of a typical renovations project and the results that would be achieved. Provide examples of problems you have encountered and how they were managed on other complex renovations projects?

E. Project Manager and Key Personnel: 15 points

Advise as to whom the Project Manager is and what experience he/she has on similar projects. Include any registrations and or licenses that are currently held. Identify other key personnel with your firm that will work on the project along with their education experience. Identify key personnel for consultants that will work on this project.

F. Project Implementation Schedule: 5 points

Provide a proposed timetable for a project that includes mechanical upgrades, flooring, and painting of a commercial facility in operation (\$100,000 project) with respect to the following work phases:

- a. Survey & Analysis of Project and Scope of Work.
- b. Schematic Design
- c. Preliminary Construction Documents
- d. Final Construction Documents
- e. Construction Contract Administration

G. Minority/Women Business Enterprise (M/WBE) Participation:
5 points

It is the policy of the FWHA to involve Minority and Women-owned Business Enterprises in all phases of its procurement and contracting activities. The FWHA has established a goal of 20% participation by minority and women-owned businesses. This goal is further broken down to a goal of 16% minority and 4% women participation.

Describe the plan for utilization of M/WBE's for this contract; list all contributing M/WBE's, along with their probable role in future work.

If the total anticipated participation by M/WBE's is less than twenty percent (20%), explain any reasons why this level of participation is not achievable.

IV. Instructions for Submittal of Proposed Copies

- A. The responses to the RFQ for Design Services shall be hand delivered or mailed by certified mail and received by the Fort Worth Housing Authority, 300 South Beach Street, Fort Worth, Texas 76105 prior to 2:00 p.m. (local time) on October 21th, 2011. Submissions shall consist of one (1) original and three (3) copies of the completed Qualifications containing all required material. Failure to submit the appropriate number of copies shall result in the proposal being considered non-responsive.
- B. The Qualifications submitted by the vendor will be reviewed and selections made by the FWHA on the basis of free and open competition. An evaluation will be conducted in accordance with the procedures and criteria set forth in CIAP Handbook 7485.1, Rev. 4, and this Request for Qualifications.

V. General Project Information Relative to Design Services and Standards

- A. References:
 - 1. HUD Public Housing Comprehensive Improvement Assistance Program Handbook 7485.1, Rev. 4, December, 1989.
 - 2. HUD Public Housing Modernization Standards handbook 7485.2, Rev. 1, February 1985.
 - 3. All City of Fort Worth Codes.
 - 4. National Electric Codes.
 - 5. Codes:
Applicable codes and standards to be met shall include but not necessarily be

limited to those listed below:

1. Life Safety Code, Latest Edition
2. National Fire Protection Association #101
3. National Fire Protection Association #70
4. American Disabilities Act; TEXAS ACCESSIBILITY STANDARDS (TAS) of the Architectural Barriers Act Article 9102, Texas Civil Statutes.

The Qualifications as furnished by the vendor must comply with the project planning, design and cost criteria as set forth in the CIAP Public Housing Standards Handbook, 7485.2, Rev. 1. HUD Handbooks are available for reference at the FWHA offices.

VI. Special Condition

- A. Format for Specifications shall be Microsoft Word. Format for drawings shall be AutoCAD.
- B. Prior to any Construction Bid Date furnish the FWHA one electronic copy of drawings and specifications.
- C. At the completion of any project, the Contractor shall deliver to the Owner one (1) complete set of reproducible specifications and drawings, dated and with all changes and all modifications accurately drawn and written therein.

VI. Contract Term & Termination

- A. The Contract term shall commence on January 1, 2012 and terminate on December 31, 2013.
- B. Fees shall be negotiated on a per project basis over the term of this agreement dependent upon the scope and complexity of the proposed project.
- C. The contract may be renewed for an additional one (1) year upon mutual consent of both parties; however, such renewal shall be under the same terms and conditions.
- D. Any Agreement may be terminated by either party provided that a thirty-day written notice is given to the other party of the Agreement.

RESPONSE TO BIDDER'S QUESTIONS

In order to maintain a fair and impartial competitive process, FWHA can answer questions only in response to written questions received within the specified time frame that ends October 18, 2011. FWHA must avoid private communication with the prospective Respondents during the evaluation period. The written questions will be the only opportunity for Respondents to ask questions as to form and content. Please respect this policy and do not attempt to query FWHA personnel or members of its Board of

Commissioners regarding this RFQ except through written questions submitted in the manner and within the time frame indicated above.