

**REQUEST FOR QUALIFICATIONS (RFQ)
ARCHITECTURAL AND/OR ENGINEERING SERVICES
FOR
THE DESIGN AND DEVELOPMENT OF
ED GRAY PARK**

RFQ # 10-0615

1. INVITATION:

The Greater Greenville Housing and Revitalization Association, Inc. (hereinafter referred to as “GGHRA” or the “Organization”) is soliciting Statements of Qualifications from qualified firms interested in providing Architectural and Engineering (A/E) Services relating to the development of Ed Gray Park, a thirty-two (32) unit mixed use, mixed income development in Greenville, Mississippi. Firms with relevant design experience and qualifications are encouraged to submit. The purpose of the Request for Qualifications (RFQ) process is to identify the most qualified respondents for potential services. Following an analysis of the responses to this RFQ, a “short list” of firms will be created. These firms will be interviewed and evaluated by the Organization to determine the most qualified A/E firm whose services will be most advantageous to the Organization and project, all factors considered. The firm ultimately selected by GGHRA will provide full architectural and engineering services for the design and/or construction administration of the proposed development and associated improvements as directed by the Organization.

The RFQ is available on our website (www.gghra.com) or by contacting the principal office at 503 Washington Avenue, Greenville, MS 38701, (662) 378-3121. **Please continue below for the complete Request for Qualifications document.**

2. RESPONSES:

The response to this RFQ shall be submitted in such form and quantity and at the location as is provided in this Request. The response must be submitted no later than October 6, 2015, 2:00 PM CST.

3. PROJECT DEFINITION:

A. Project Description

GGHRA, a Mississippi based non-profit, has been awarded a Home Investment Partnership Program (HOME) grant by the Mississippi Home Corporation (MHC) for the development of Ed Gray Park. This development has been proposed as a mixed use, mixed income

development on land which was donated to GGHRA from the city of Greenville, Mississippi in late 2014. The composition of the development will include 32 single and multi-family units consisting of one, two and three bedroom structures. This community will be developed as a sustainable, healthy, affordable community in accordance with Traditional Neighborhood Design principals. The property has recently been rezoned from Public to R-4 (multi-family) to accommodate the proposed development style.

B. RFQ Schedule

The schedule is as follows:

- a) Issuance of RFQ –September 15, 2015, 8:00 AM CST.
- b) Receipt of A/E Consultant Responses – October 6, 2015, 2:00 PM CST.
- c) A/E Short List to be Interviewed – October 16, 2015, 5:00 PM CST.
- d) Selection of A/E Consultant(s) – November 2, 2015 5:00 PM CST.

4. ARCHITECT/ENGINEER SCOPE OF SERVICES:

The A/E Scope of Services will be further defined during the interview/contract negotiations process. The final Scope of Services, together with the A/E fee, will be included in the final executed Agreement.

In the broadest sense, the A/E shall provide traditional basic architectural and engineering services including, but not limited to, civil, structural, mechanical, plumbing, electrical engineering services and other authorized special services (such as landscape design) appropriate to fully develop the Project as described in Section 3-A.

The intent of this Project is to proceed with the selected firm on the basis of a traditional design/bid/build process.

5. PROJECT PARTICIPANTS:

Staff members and selected board members of GGHRA (hereinafter referred to as the “Selection Committee”) will be responsible for developing a short list of approximately three (3) to five (5) firms to be interviewed for potential services. Those firms will be invited to make a presentation to the Selection Committee and answer any questions the Selection Committee may have regarding the firm and/or proposed services. Once the interviews are completed, the Selection Committee will rank the short list of firms in order of most advantageous to least advantageous. At such time, contract negotiations will begin between the highest recommended firm and GGHRA, with the intent of executing a professional contract shortly thereafter. However, if the recommended firm and GGHRA are not able to reach an agreement upon the terms and conditions of the engagement, GGHRA has the

right to end negotiations with that firm and either open discussions with the next highest ranked firm or issue a new RFQ altogether.

6. CRITERIA FOR SELECTION:

The purpose of this RFQ process, as previously stated, is to identify qualified firms that are the most capable of providing the described services. Each response will be ranked by the Selection Committee, in its sole and absolute discretion, using the below criteria and based upon the information presented in the response; the references provided by the respondent; the Organization's knowledge from prior engagements, if applicable; independent background checks with previous clients and governmental agencies, not limited to the references provided by the firm; or any other information available to the Selection Committee. RFQ submittal should be organized to clearly address the following criteria which, among others, will be used in the evaluation of qualifications:

- a) Design philosophy and approach to design in general.
- b) Prior design service experience with projects of similar scale and complexity.
- c) Prior experience with non-profit clients and processes for projects of similar scale and complexity.
- d) Clear understanding of affordable housing development, its role in society, and the use of federal funding for such a development.
- e) Professional qualifications of individuals assigned to the Project.
- f) History of effective schedule and budget management for projects of similar scale and complexity.
- g) Use of processes that creatively engages the Organization and other stakeholders in all stages of design.
- h) Commitment to developing an energy efficient, sustainable and healthy development.

7. SUBMITTAL REQUIREMENTS:

A. Submittal Documents – Format

Follow these instructions carefully:

In total, four (4) copies of the Submittals, including attachments, are required. All copies shall be spirally bound (or other semi-permanent binding method) to ensure that pages are not lost.

Submittals should use tabbed dividers followed by a section cover page, to separate Sections I through III. The envelope/package in which the Submittals are delivered must be clearly labeled on the outside with the Respondent's name and the project identification, "Ed Gray Park – Qualifications Submittal for Architectural/Engineering Services."

Submittals shall be delivered to the following addressee at or before October 6, 2015, 2:00 PM CST.

Greater Greenville Housing and Revitalization Association, Inc.
Ed Gray Park Development
503 Washington, Avenue
Greenville, Mississippi 38701

Late submittals will not be accepted.

B. Submittal Content: Each Submittal shall be organized in the following order:

Outside Cover and First Page:

Shall contain (i) the title, "Statement of Qualifications for Architectural/Engineering Services Relating to the development of Ed Gray Park", (ii) the name of the Respondent, and (iii) the Submittal date.

Table of Contents: Include a table of contents.

Transmittal Letter: Include a short Transmittal Letter. The Transmittal Letter shall:

- Summarize why the Respondent believes itself to be the most qualified;
- Contain the statement that to the best of the Respondent's abilities, all information contained in the RFQ submittal is complete and accurate;
- Contain a statement granting GGHRA authorization to contact any previous client of the Respondent (or a Respondent's Team Member) for purposes of ascertaining an independent evaluation of the Respondent's or a Respondent's Team member's performance; and
- At least one copy of the transmittal letter must have the original signature of an officer of the principal responding firm.

Section I - Description of the Respondent

I-A Firm Description: Include a complete narrative description of the Respondent's firm (or firms if the Respondent is comprised of a team of firms).

Information should include:

- a) The Respondent's areas of architectural/engineering specialization;
- b) Firm history;
- c) Honors and awards;

- d) Location of home and branch offices;
- e) Names of the principal officers of the firm;
- f) Identification of the major consultants if known.

I-B Organization Chart: Include a simple organization chart showing how the Respondent, if selected as the A/E, would organize its personnel for the project.

I-C Key Professionals: Identify the key members of your team that would be involved in the project and describe their area of expertise and what role they will perform in the A/E team. Indicate their availability for this project schedule.

I-D Resumes Provide resumes of any person identified as a key professional. The resumes should contain the following:

- a) Name.
- b) Educational background.
- c) Employment history.
- d) Proposed role in the Project.
- e) An identification of other relevant projects in which the person has been involved and a name/phone number of a representative of any project cited that can be contacted for a reference.
- f) Other information you believe to be relevant.

Section II – Narrative (100 points total)

Set forth are the criteria on which the selection will be made. Your proposal should be organized to clearly address:

- a) Design philosophy and approach to design in general **(10 points)**.
- b) Prior design service experience with projects of similar scale and complexity **(20 points)**.
- c) Prior experience with non-profit clients and processes for projects of similar scale and complexity **(10 points)**.
- d) Clear understanding of affordable housing development, its role in society, and the use of federal funding for such a development **(10 points)**.
- e) Professional qualifications of individuals assigned to the Project **(15 points)**.
- f) History of effective schedule and budget management for projects of similar scale and complexity **(20 points)**.
- g) Use of processes that creatively engages the Organization and other stakeholders in all stages of design **(10 points)**.

- h) Commitment to developing an energy efficient, sustainable and healthy development (5 points).

Section III - Relevant Experience of the Respondent

III-A Summary of Relevant Projects Where the Respondent's Firm Was the Architect/Engineer

List no more than five relevant projects. A relevant project is one which best exemplifies your qualifications for this Project:

- a) Name of project
- b) Type of building(s)
- c) Project location
- d) Total project cost
- e) Project description
- f) Project delivery method
- g) Describe the services your firm provided
- h) Indicate which team members were actually involved in the project and specify their role.
- i) Provide a statement acknowledging if the project was completed on time/on budget.
- j) Provide a few illustrative photographs or renderings, if available.

8. RESERVATION OF RIGHTS

GGHRA reserves the right to reject all firms, decline to proceed with selection of any candidates, to request additional qualifications, and to make inquiries as may be necessary to verify qualifications.

Nothing in this document shall require GGHRA to proceed with design and/or Construction services.

9. ADDITIONAL INSTRUCTIONS, NOTIFICATIONS and INFORMATION

- a) A complete package of this RFQ including attachments can be obtained from GGHRA's web site at www.gghra.com
- b) GGHRA reserves the sole right to (1) evaluate the qualifications submitted; (2) waive any irregularities therein; (3) reject any or all Respondents submitting qualifications, should it be deemed in the best interest of GGHRA to do so.
- c) The Organization is an equal opportunity employer. Women and minority businesses are encouraged to apply.

- d) The Organization makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or the Contractor's ability to perform the essential duties of the job. In order for the Organization to make such accommodations, the applicant must make known any needed accommodation.
- e) GGHRA will welcome questions on or before September 29, 2015, 3:30 PM EST. regarding this solicitation. Please allow at least two working days for responses to questions. All questions should be addressed in writing to:

Nathan Benzing
Greater Greenville Housing and Revitalization Association, Inc.
503 Washington Avenue
Greenville, Mississippi 38701
E-Mail: nathan@gretergreenvillehousing.com