

REQUEST FOR PROFESSIONAL SERVICES

Architectural Services for Affordable Rental Housing Units

Rural Neighborhoods, Incorporated (“Developer”) and Renaissance Hall Senior Living, LLLP (“Owner”) issue a Request for Professional Services (“RPS”) to obtain proposals from an interested and qualified Architect in accordance with the terms, conditions and specifications stated. The Architect, at a minimum, shall achieve the requirements of the Specifications or Scope of Work.

The selected Architect will be responsible for providing complete plans and specifications and construction supervision for Renaissance Hall Senior Living (“Project”), a 100-to-120-unit, multifamily, mid-rise residential building providing affordable rental housing to income-restricted seniors in unincorporated Golden Gate, Florida. Civil engineering and landscape architecture are not included in the scope of services and are to be provided by other licensed professionals. The Architect is responsible for coordinating their work with the Developer, Owner, and Civil Engineer. The Architect will provide all services necessary for the project and may hire specialized subcontractors to perform all or some portions of the design and drawings work. All work will be performed in accordance with industry standards and comply with applicable laws and regulations.

DETAILED SCOPE OF WORK

The successful firm shall be required to work in close coordination with the Developer. Tasks will be assigned on an as needed basis, and may include but not be limited to the following professional services:

- Initial visioning meeting with the Developer.
- Examine available physical information and site parameters and communicate constraints to the Developer and Civil Engineer.
- Generate a 3D massing model to represent volumes, major buildings, road and site elements.
- Develop a minimum of three overall concepts for the site including total residential units, ground floor uses, communal, core and circulation, and parking.
- Prepare schematic and working drawings based on cost-effective construction and the latest developments in affordable senior rental housing.
- Prepare plans, specifications, construction estimates, and related documents to be used in the bidding for construction of the project.
- Participate in the review of bids and selection of construction company.
- Assist in the selection of furniture, fixtures, and equipment.
- Provide on-site project representation, oversight, and inspections during construction through Certificate of Substantial Completion and Final Completion of the Project.
- Participate in predevelopment meetings, permit review, and similar approval and permitting processes.
- Ensure compliance with the Americans with Disabilities Act, UFAS, Fair Housing and Florida Building Code and similar requirements.

- Design green and energy efficiency sufficient to meet national green standard certification.
- Provide acoustics and outdoor lighting analysis.
- Evaluate building sustainability and safety aspects.
- Propose cost-effective solutions and design.
- Regulatory permit preparation and submission thru approval

REQUEST FOR PROFESSIONAL SERVICES PROCESS

1. The selection process will involve a qualifications-based proposal review to qualify an Architect to perform the Project. Interested firms will submit a qualifications proposal, based on the criteria detailed below (Response Format and Scoring Criteria for Development), which will be the basis for scoring, ranking, and determining the number of firms to make final presentations.
2. The Developer and Project Owner will use a Selection Committee in the RPS selection process.
3. The intent of the scoring of the proposal and qualifications is for Architects to indicate their interest, relevant experience, financial capability, staffing and organizational structure.
4. Based upon a review of qualifications and presentation, the firms will be scored and ranked. If ranking results in a tie, a one-hour oral presentation will be requested, and the previously tied firms will be rescored in accordance with the same evaluation criteria used in the written proposal evaluation.
5. Once the award recommendation is approved, the Developer will enter negotiations with the highest ranked firm. In the event an agreement is not negotiated to the Developer's satisfaction, the Developer may abandon such negotiations, and negotiate with the next highest ranked firm(s).
6. This evaluation criterion will be utilized by the Selection Committee to score each proposal. Consultants are encouraged to keep their proposals concise and to include a minimum of marketing materials. Proposals must address the following criteria:

| | |
|---|-----------|
| ○ Ability of Professional Personnel | 30 Points |
| ○ Certified Minority Business Enterprise | 5 Points |
| ○ Past Performance | 35 Points |
| ○ Willingness to Meet Time and Budget | 15 Points |
| ○ Geographic Location | 5 Points |
| ○ Recent, Current, and Projected Workload | 10 Points |

TOTAL POSSIBLE POINTS

100 Points

EVALUATION CRITERIA NO. 1: ABILITY OF PROFESSIONAL PERSONNEL (30 Total Points Available)

This criterion measures the ability of professional team personnel as shown by their level of experience on projects of similar type, size, and complexity. This criterion measures how well the team is staffed to address all facets of the project. It measures how well the team is organized to deliver the project for the Developer. Preference will be given to teams with knowledge and experience with concrete masonry construction methods and various regulatory conditions. Preference will also be given to teams demonstrating experience in the construction, green building, noise attenuation and premises security features common to senior affordable housing (particularly to properties utilizing HUD-financing or Low-Income Housing Tax Credits), to the accessibility requirements of the Fair Housing Act, Uniform Federal Accessibility Standards, ADA and Florida Building Code and to recent Florida tort reforms. Preference will also be given to teams (both individuals within the teams and the companies making up the team) that have worked together on the successful delivery of similar projects. It is the Developer's intent to measure the overall level of team qualifications to successfully complete the project.

EVALUATION CRITERIA NO. 2: CERTIFIED MINORITY BUSINESS ENTERPRISE (5 Total Points Available)

Submit certification with the Florida Department of Management Service, Office of Supplier Diversity as a Certified Minority Business Enterprise. Scoring preference will be given to MBE Certification of the Proposer in contrast to specialized subcontractors only.

EVALUATION CRITERIA NO. 3: PAST PERFORMANCE (35 Total Points Available)

This criterion measures the professional team's experience with projects similar in size, building type, target population and complexity as this project. The professional teams will be evaluated on their projects of the size, scope, and cost constraints of this project, including the experience the team members proposed on this project have together on the previous projects presented. Experience with all elements of the project scope as generally described herein will be evaluated, with specific emphasis on experience addressing technical, cost and project delivery categories of concern to the Developer.

Change Orders. The professional team's minimization of change orders will be an important consideration. Included as an exhibit should be not less than three (3) change order logs or similar documentation of projects having new construction budgets of \$5M+/- or more.

Cost Control and Value Engineering. Proposers shall discuss projects accomplished for their clients and provide examples of methods, building systems, construction techniques and materials recommendations that created an optimum design value in assisting in meeting budget requirements. In addition to providing methods or

practices, provide detailed value engineering examples and actual cost savings that were achieved for a minimum of one commensurate project.

Accessibility. Proposers shall discuss the professional team's best practices to ensure plan and construction consistency with accessibility standards.

Radon. Proposers shall discuss their experience utilizing design strategies to mitigate future evidence of radon in the completed structure.

The Developer requests that the Proposer submit three (3) completed reference forms from clients whose projects are of a similar nature to this solicitation as a part of their proposal. Provide information on the projects completed by the Proposer that best represent projects of similar size, scope and complexity of this project using the REFERENCE QUESTIONNAIRE provided. Proposer may include two (2) additional pages for each project to illustrate aspects of the completed project that provides information to assess the experience of the Proposer on relevant project work.

Preference will be given to projects permitted or constructed within the last five (5) years in proximity to the proposed project.

EVALUATION CRITERIA NO. 4: WILLINGNESS TO MEET TIME AND BUDGET (15 Total Points Available)

The Developer has contracted with a project Civil Engineer and is prepared to move forward with initial visioning, massing models and conceptual plans as soon as practicable. The Developer has also established a target pro forma development cost for construction. Using a timetable, explain the elapsed to begin the intended scope of work commencing from point of award to conceptual plan completion showing intervals related to execution of an AIA agreement, visioning, massing models and production of conceptual plans. Express the firm's willingness to pair cost constraints and design elements.

EVALUATION CRITERIA NO. 5: LOCATION (5 Total Points Available)

The professional team's approach to management and execution of work with respect to the location of various key project team members will be evaluated under this criterion. The Proposer shall demonstrate from the project kick-off how they will manage day-to-day or on-site information collection and distribution between internal and external team members, and Developer staff, as well as other entities involved in the project. The Proposer shall differentiate logistical approaches, if any, between design and construction understanding Miami-Dade based Developer and Project Owner, and Southwest FL based Civil Engineer and project site.

EVALUATION CRITERIA NO. 6: RECENT, CURRENT, AND PROJECTED WORKLOADS OF THE FIRM (10 Total Points Available)

This criterion measures the team's proposed resources for the project and their availability to complete all elements of this project with regards to the closeout of recent

work, current workload, and projected projects that could impact the completion of this project. Describe the team's mechanisms for maintaining continuity of both internal and external team members.

Neither the Developer nor Owner are an Agency under the Florida
Consultants' Competitive Negotiation Act.

SUBMISSION REQUIREMENTS

- Letter of Interest. The Proposer must submit a signed Letter of Interest that includes the following:
 - List four (4) completed projects similar in size, scope, and complexity.
 - Provide an organizational chart and resumes or short biographical statements which address the following: Principal in Charge, Project Manager, and other individuals assigned to the project, providing for each the number of years of service with the firm, the number of years of professional experience, and educational background inclusive of professional certifications. If subconsultants are involved, please list the above for each firm to be involved. Please indicate the number of people employed by each firm. If the firm has multiple offices, please also list the number of people employed in the office location proposed to provide services for this project.
- Professional License. Please provide the professional license of the Principal in Charge or that person to serve as the architect of record. In addition, provide the professional license of applicable subconsultants.
- References. The Proposer must submit three (3) completed reference forms from clients whose projects are of a similar nature to this solicitation as a part of their proposal. Provide information on the projects completed by the Proposer that best represent projects of similar size, scope and complexity of this project using the REFERENCE QUESTIONNAIRE provided. Proposer may include two (2) additional pages for each project to illustrate aspects of the completed project that provides information to assess the experience of the Proposer on relevant project work.
- Narrative Proposal. The Proposer must submit a narrative response to the Evaluation Criteria 1 - 5 above. Please limit response to not more than 20 single-spaced letter-size pages. Information in the Letter of Interest shall be considered in scoring and need not be repetitively included in the narrative. Marketing, photographic or rendering information chosen to be provided should be attached as an Exhibit to the narrative. Materials should be limited to the four (4) completed projects listed in the Letter of Interest as similar in size, scope, and complexity. Note similar materials concerning other projects shall be disregarded.

- Proposals must be received by **2:00 PM, August 5th, 2024** by email to SteveKirk@RuralNeighborhoods.org. It is recommended the Subject Line be: **Architect Solicitation**.

ATTACHMENTS

The following attachments are included or referenced:

- RPS Public Advertisement
- Reference Letter (to be provided separately)
- Information on the Build America, Buy America (BABA) Act which may apply to this project.



LEGAL ADVERTISEMENT REQUEST FOR PROFESSIONAL SERVICES

Rural Neighborhoods, Incorporated (“Developer”) extends a Request for Professional Services (RPS) to secure an architectural firm to design a senior rental housing development in unincorporated Golden Gate, Florida. Proposals shall be submitted to the attention of Steven Kirk, no later than 2 pm EST on August 5, 2024, via email at SteveKirk@ruralneighborhoods.org.

The project is financed in part by the U.S. Department of Housing and Urban Development (HUD), U.S. Department of Treasury, under Federal Award Number 596000558, and Collier County Community and Human Services Division.

RPS proposal documents more fully describing the project and required submittal items may be obtained from the Developer’s website, <https://www.ruralneighborhoods.org/homeowner-rehab-program/> or via email to dottiecook@ruralneighborhoods.org. It shall be the responsibility of the applicant, prior to submitting a proposal, to either contact Dottie Cook at dottiecook@ruralneighborhoods.org or check the website to determine if addenda were issued. Questions regarding this RPS shall be directed in writing to Steven Kirk via email at stevekirk@ruralneighborhoods.org.

Proposals will be opened on August 5, 2024, and scored within 14 calendar days. Developer will begin negotiations with the highest ranked firm. If an agreement cannot be reached, Developer will begin negotiations with the next highest ranked firm. If no agreement can be reached, Developer may elect to abandon all proposals and/or re-issue the RPS.

Minority and small businesses are encouraged to submit proposals for this project. It is the policy of Rural Neighborhoods to provide Equal Employment Opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws, directives and regulations of Federal and State agencies. Rural Neighborhoods does not discriminate against any employee or applicants for employment on the basis of race, color, sex, national origin, religion, age, disability, pregnancy, veteran status, marital status, or any other characteristic protected by applicable law.

All applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over construction of this project shall apply to the project throughout. Rural Neighborhoods complies with the Fair Housing Act (42 U.S.C. 3600, ET seq) and County Fair Housing Ordinance 92-9.





Build America, Buy America (BABA)

Requirements for State Revolving Fund (SRF) Projects



The Build America, Buy America Act, enacted as part of the Infrastructure Investment and Jobs Act on November 15, 2021 requires that products used in federally funded infrastructure projects must be sourced domestically. This requirement helps build a resilient domestic supply chain and increases the manufacturing base for these products in the United States.

Roles and Responsibilities



LOAN RECIPIENT

Incorporate BABA requirements into all contracts (see “front-end” templates). Obtain manufacturer certifications and maintain documents in project files. Submit De minimis Use Tracking Form with each disbursement request and “project” BABA certification at substantial completion.



CONTRACTOR

Procure U.S. made products, obtain certifications from manufacturers, and maintain a list of items covered by the De minimis Use Waiver (see reverse page for more information). Submit the Contractor’s & Engineer’s Build America, Buy America certification form with each payment application.



MANUFACTURER

Provide product certifications to loan recipient.



STATE OF NEW HAMPSHIRE

Conduct inspections and examine documentation for incorporated products. Reviews the De minimis tracking form.



ENGINEER/CONSULTANT

Assists loan recipient to comply with requirements by ensuring BABA is incorporated into all contracts and all prospective bidders are aware of BABA components incorporated into design. When approving shop drawings and materials, verify BABA compliance and assist with collecting certifications.

Manufacturers Certification Requirements

The Contractor, through its subcontractors, suppliers, and manufacturers, shall provide to the Owner written certification that all manufactured iron and steel, and construction materials provided for the project comply with the BABA requirements of the SRF programs.

Manufacturer’s certification letters *must include* the following:

- Manufacturer name.
- SRF construction project name and location.
- A list of specific product(s) delivered to the project site.
- Category of item(s); i.e., iron and steel, construction material, or manufactured product.
- A statement that the product is in compliance with the Build America, Buy America (BABA) requirement as mandated by the Infrastructure Investment and Jobs Act (IIJA – Public Law No. 117-58).
- The location of the foundry/mill/factory where the product was manufactured (City and State).
- A signature by a manufacturer’s responsible party.

BE PROACTIVE! IDENTIFY BABA COMPONENTS UPFRONT AND OBTAIN CERTIFICATIONS EARLY IN THE PROCESS.

For additional information regarding the BABA provision and requirements, visit:

<https://www.epa.gov/cwsrf/build-america-buy-america-baba> or
<https://www.des.nh.gov/business-and-community/loans-and-grants/state-revolving-loan-fund>

Products and Materials Subject to BABA

IRON AND STEEL PRODUCTS

BABA Iron & Steel applies to construction materials if their material cost is made up of more than 50% iron and/or steel. Products less than 50% iron/steel will likely be considered construction material and still need to comply with BABA.

- | | | | | |
|---|--|---|--|---|
| <ul style="list-style-type: none"> • Railings • Lined/unlined pipes or fittings • Manhole covers • Municipal castings | <ul style="list-style-type: none"> • Hydrants • Pipes, clamps & restraints • Valves; Structural Steel | <ul style="list-style-type: none"> • Reinforced precast concrete • Tanks; Concrete reinforcing bars (rebar) • Angles | <ul style="list-style-type: none"> • Tubing • Joists • Framing • Welding rods • Fasteners | <ul style="list-style-type: none"> • Dome Structures • Roofing • Fencing & fence tubing • Ductwork • And More! |
|---|--|---|--|---|

CONSTRUCTION MATERIALS

- | | | | |
|--|---|--|---|
| <ul style="list-style-type: none"> • Non-ferrous metals • Plastic and polymer-based products (including pvc, composite building materials, and polymers used in fiber optic cables) • Lumber • Drywall | <ul style="list-style-type: none"> • Glass (including optic glass) • Engineered wood • And More! | <p>EXEMPT</p> <ul style="list-style-type: none"> • Cement and cementitious materials • Aggregates such as stone | <ul style="list-style-type: none"> • Sand, gravel, or aggregate binding agents or additives • Asphalt |
|--|---|--|---|

MANUFACTURED PRODUCTS

Applies to products where the cost of components of the product that are mined, produced, or manufactured in the US is greater than 55% of the total cost of all components.

- | | | | | |
|--|---|---|---|--|
| <p>Mechanical and electrical components, equipment, and systems such as:</p> <ul style="list-style-type: none"> • Sensors | <ul style="list-style-type: none"> • Pumps • Motors • Gear Reducers • Drives (i.e., VFDs) | <ul style="list-style-type: none"> • Gates • Actuators • Meters • Compressors | <ul style="list-style-type: none"> • Controls and switches • Blowers/aeration equipment • Mixers | <ul style="list-style-type: none"> • Motorized screens • Supervisory control and data acquisition • And More! |
|--|---|---|---|--|

Review EPA's [BABA Implementation Procedures](#) and [Supplemental FAQs](#) for additional information and a more detailed list of products and materials subject to BABA.

Waivers

BABA requirements apply unless a waiver is granted by EPA. EPA may grant product and project-specific waivers from the BABA requirements if one or more of the following criteria applies:

- (1) Applying BABA requirements would be inconsistent with the public interest;
- (2) BABA compliant materials are not produced in the US in sufficient and reasonably available quantities or of a satisfactory quality; or
- (3) BABA compliant materials produced in the US will increase cost of project by more than 25%.

Currently approved or proposed waivers and the requirements are available on [EPA's website](#).

The [BABA De minimis waiver](#) applies to miscellaneous non-domestically made, low-cost components tracked in the [De Minimis Tracking Report](#). The cumulative costs for these components may not exceed 5% of the total project cost.

Questions and General Inquiries

EPA: BABA-OW@epa.gov

Clean Water SRF: Shannon.Larocque@des.nh.gov

Drinking Water SRF: DWSRF@des.nh.gov

