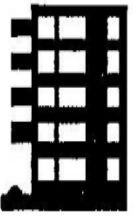




# Housing Authority City of Kennewick

---



## **Request for Qualifications**

For Public Housing Authority  
A&E Pre-Development and Development  
Services

RFQ Submission Deadline: August 18, 2016; 5:30 p.m.

1915 West 4<sup>th</sup> Place  
Kennewick, WA 99336  
509-586-8576 ext. 103  
[lhammer@kennewickha.org](mailto:lhammer@kennewickha.org)

**A. GENERAL AGENCY INFORMATION:**

The Housing Authority City of Kennewick (KHA) is seeking a *Request for Qualifications* response from experienced architectural and engineering entities for the Nueva Vista, Phase II project's pre-development services. KHA will negotiate a contract with the most qualified firm for the A&E predevelopment services at a price which the agency determines is fair and reasonable as per RCW 39.80.050.

If the pre-development services are acceptable and KHA receives development funding for the project, KHA in conjunction with our Development Consultant will negotiate a contract for A&E services at a price which KHA determines is fair and reasonable as per RCW 39.80.050. Responses to this RFQ can be in brief, in a letter form, but must address all major elements set forth in the RFQ.

The purpose of KHA is to engage in the development, acquisition, leasing and administration of low-rent housing programs. KHA was incorporated as a public housing authority by the City of Kennewick in 1946. Authority-owned properties and programs are as follows:

- 190 units of conventional public housing at two sites; Sunnyslope Homes, a family development comprised of 124 duplex units and Keewaydin Plaza, a 66 unit, seven-story high rise building for seniors and persons with disabilities
- Mitchell Manor, 6 units of affordable housing for persons with disabilities; six project-based vouchers are assigned to these units to enhance affordability for families
- D House; 2 units of affordable, permanent housing for families at or below 50% area median income with a preference for families who have been victims of domestic violence
- Nueva Vista, Phase I, 32 units of affordable housing. KHA is the general partner in the limited liability limited partnership, Kennewick Affordable Housing, LLLP. This project was completed in December of 2015 and is managed by Cascade Management. A second phase of this project is in the planning stages.

KHA administers a number of other programs which include:

- An allocation of 975 Housing Choice Vouchers (Section 8) for tenant-based rental assistance throughout the Richland-Kennewick-Pasco MSA
- A 138 unit HUD Moderate Rehabilitation Program Housing Assistance Payments (HAP) contract for units located at Columbia Park Apartments in Richland, WA

KHA's administrative offices are located at 1915 West 4<sup>th</sup> Place, Kennewick, WA. Twenty-one (21) full-time employees are employed by the Housing Authority City of Kennewick.

**B. GENERAL PROPOSAL REQUIREMENTS:**

To be considered, copies of a proposal must be received via e-mail, mail service or hand-delivered at the KHA Administrative Offices, located at 1915 West 4<sup>th</sup> Place, Kennewick, WA by 5:30 p.m., Thursday, August 18, 2016. Email submissions must arrive into the KHA inbox by 5:30 p.m. and must be sent to [lhammer@kennewickha.org](mailto:lhammer@kennewickha.org). Email submissions limited in size to 10MB; supplemental information may be submitted in a second e-mail send, labeled "Attachment to A&E Services RFP Response" in subject line of the email. Mail submissions must arrive at KHA by the time/date deadline noted above. Late proposals will not be accepted.

The A&E Services Evaluation Committee will review the proposals received and, based on evaluation criteria as outlined below, make a decision. Firms responding to this RFP should be notified of the decision on or before August 30, 2016. The selected firm(s) will interface with the KHA Executive Director who provides authorization for development services.

**C. SCOPE OF WORK:**

KHA is the General Partner in a multifamily Component Unit (Kennewick Affordable Housing, LLLP, a Tax Credit Limited Liability Limited Partnership). KHA plans to create a second limited liability limited partnership for a Phase II project within the next three years. A Stage I application has already been submitted to the Housing Trust Fund and Benton/Franklin County. Benton/Franklin County 2060 funds for the Phase II project were awarded on May 3, 2016. A Benton/Franklin County 2163 application for funding is pending.

In order to be the successful proposer in this category, the A&E firm must demonstrate expertise in the creation of affordable housing units on behalf of Washington State Housing Authorities or tax credit partnerships. Proposers must also be familiar with the Evergreen Sustainable Design Standards (ESDS) and the development of the ESDS binder. Proposers will need to provide a brief discussion of experience and expertise and number of years in the field. Letters of reference are requested which demonstrate successful experience in this field and a list of successful projects that have been developed. If proposer has worked with KHA in the past, letters of reference are optional.

Specific predevelopment services will likely include: Development of preliminary site design to be submitted with the Housing Trust Fund State II application.

Specific development services will likely include: If development funding is secured A&E firm will be responsible for all design work for the project, including submission of Site Plan to the City of Kennewick. Firm will serve as member of Development Team, serve as a facilitator of the Design Charrette process, serve on the review panel for the general contractor and continually interface with both the project sponsor and the sponsor's development consultant. The design will interface with and be compatible with the Nueva Vista project. The successful firm will provide cost estimates during the development

process and provide a capital needs assessment (C.N.A.) upon completion of the project. The A&E Services contract will be negotiated at the time project funding is secured.

**D. ADDITIONAL REQUIREMENTS AND RESTRICTIONS:**

1) Information concerning your A&E firm and the name of the architect partner and staff persons who would likely be assigned to oversee the project. Indicate the applicable experience of these persons, specifically including their experience working with public housing authorities and/or tax credit partnerships.

COMPLETE STAFF LISTING LEVEL OF STAFF/EXPERIENCE
Owner/Principal Experience:
Senior Development Consultant Experience:
Project Manager Experience:
Support Staff
Support Staff
Other
Other

2) A description of insurance coverage maintained by the firm. Successful proposal will need to provide a copy of the declaration page from current policies for Worker's Compensation, General Commercial Liability and Professional Liability, Malpractice and Errors and Omissions insurance coverage.

3) Certification that your firm is in compliance with the Equal Employment Opportunity requirements.

4) KHA also requires that the architectural firm to retain work papers to which the KHA or other governmental units may have access for a period of five years and maintain any low income tax credit paperwork for the number of years specified by the Washington State Housing Finance Commission. The completed response to the request for qualifications will be included as an addendum to the signed engagement letter executed with the successful development entity.

5) No member, officer, or delegate to the Congress of the United States of America or Commissioner shall be admitted to any share or part of this contract or to any benefit to arise therefrom; but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit. No members, officers, or employees of the Authority, no member of the governing body of the Authority, and no other public official of such locality or localities who exercise any functions or responsibilities with respect to the Housing Authority shall during his tenure, or for one year thereafter, have an interest, direct or indirect, in this contract or the proceeds thereof.

6) Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, all feasible efforts shall be made to ensure that small and minority-owned businesses, women's business enterprises, and other individuals or firms are provided with an opportunity to submit a proposal.

7) A Contract Award cannot be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM) in accordance with OMB Guidelines and Executive Orders with regard to debarment and suspension. The Excluded Parties List in SAM will be checked and parties who are debarred, suspended, or otherwise excluded or subject to limited participation will not be eligible for award under this RFP.

8) Minority-owned or Women-owned businesses are encouraged to apply. Section 3 hires are also encouraged, when appropriate, to include on team roster.

**E. A&E SERVICES CONTACT PERSON:**

Lona Hammer, Executive Director, will be the contact person for all questions with regard to this RFQ and the project sponsor liaison during the period of engagement. Phone: 509-586-8576, ext. 103; email address: [lhammer@kennewickha.org](mailto:lhammer@kennewickha.org)

**F. PROPOSAL EVALUATION CRITERIA:**

**1) Mandatory Requirements (45 points)**

- a. The firm is independent and licensed to practice in the state of Washington.
- b. Professional staff members are identified and have experience in each scope of work area identified as an area of interest.
- c. Firm is not currently debarred or subject to limited participation by HUD on the SAM System.

- d. References from other PHA's or letters of support are included within packet. If development entity has been engaged by KHA for services within the past ten years, a letter of support or reference is a discretionary requirement.

**2) Technical Requirements (50 points)**

- a. Expertise and experience working directly with Public Housing Authorities including KHA and/or Firm's past experience and performance with similar engagements
- b. Organization, size and structure of firm
- c. Technical and professional qualifications of staff

**3) MBE/WBE/Section 3 (5 points)**

- a. Firms identified as a Minority Owned Business or Women's Business Enterprise as defined by HUD or firms who can demonstrate that they provide opportunities for training and employment opportunities for low income residents

**4) Fee for Service**

The evaluation and selection of an A&E firm will be based on the information submitted within the proposal, references obtained, and KHA's prior experience with the firm. Failure to respond to each of the requirements in the RFQ may be the basis for rejecting a proposal. We expect the Washington State Fee Schedule to be used as a basis for determining the fee. KHA reserves the right to reject any and all proposals. Fee for service to be negotiated after the firm is selected based on the above criteria. If contract negotiations cannot be concluded successfully with the firm who best meets the needs of the agency, KHA may negotiate with the second choice.

The request for qualifications and the completed response will be an addendum to the engagement letter and A&E Services contract.

Proposals may be withdrawn by written request prior to the deadline set for acceptance of proposals. Proposals may not be revoked or withdrawn after August 16, 2016, and shall remain open for acceptance for a period of ninety (90) days following such time.

**G. SUBMISSION REQUIREMENTS:**

Submit your response to KHA's Request for Proposals by 5:30 p.m., Thursday, August 16, 2016, to [lhammer@kennewickha.org](mailto:lhammer@kennewickha.org) or hand deliver on or before this date to:

Lona Hammer, Executive Director  
(for submission to A&E Selection Committee)  
Housing Authority City of Kennewick  
1915 West Fourth Place  
Kennewick, WA 99336

All submissions must be received on or before the deadline established above.

**H. APPEALS AND REMEDIES:**

KHA's policy is to resolve contractual issues informally without litigation. KHA will adopt an informal appeals procedure for contracts anticipated to be \$75,000 or less per year. Any actual or prospective development services provider may protest the award of the contract for good cause. Any protest against the award must be received within ten (10) calendar days after the proposer receives notice of an award. The Executive Director and/or designee will review the appeal protest and issue a written decision on the matter within fifteen (15) calendars of receipt.

\*\*\*\*\*