

NUEVA VISTA PHASE II LLLP

1915 West Fourth Place
Kennewick, WASHINGTON 99336
(509) 586-8576 Extension 103

Request for Qualifications

For Nueva Vista Phase II development
General Contractor Services

RFQ Submission Deadline: April 13, 2017; 5:30 p.m.

1915 West 4th Place
Kennewick, WA 99336
509-586-8576 ext. 103
lhammer@kennewickha.org

A. GENERAL AGENCY INFORMATION:

Nueva Vista II Phase II LLLP is a component unit of the Housing Authority City of Kennewick (KHA) and is seeking a *Request for Qualifications* response from experienced general contractors for the Nueva Vista, Phase II project. *Scope of Work* will include both pre-construction and construction services. Nueva Vista Phase II LLLP staff members in conjunction with our development consultant will negotiate a contract with the most qualified company for these services. Responses to this RFQ can be in brief, 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.

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

B. PROJECT DESCRIPTION

The Kennewick Housing Authority is requesting interested general contractors to submit their qualifications to provide construction services for "Nueva Vista Phase II," a new construction, project in Kennewick, WA. The owner of this project, Nueva Vista Phase II LLLP, will enter into a construction contract with the successful contractor. The Executive Director and the Finance Director of the Housing Authority City of Kennewick are the staff persons and signatories assigned to the Nueva Vista Phase II LLLP project.

Nueva Vista II is a proposed 28 unit new construction project located at 334 N. Union in Kennewick. This project will consist of two wood frame two-story buildings, one with 16 units and one with 12 units with a combined total square footage of approximately 25,000 sq. ft. Both buildings will be wood construction without interior hallways or elevators. Nueva Vista II will be architecturally very similar to Nueva Vista I located on an adjacent property.

The Kennewick Housing Authority has retained Community Frameworks as the development consultant and ZBA Architecture for architectural services. The successful general contractor is expected to work with the owner and design team in a collaborative way throughout the pre-development and design development phase of the project to include cost estimating, constructability review, and generally to help ensure a successful project.

The general contractor is expected to provide a guaranteed maximum price contract for the final construction phase of the project. This project will be financed with funding from Washington State Housing Trust Fund, Low Income Housing Tax Credit equity, and Benton County 2060 and 2163 funds. Selection of a construction lender and a tax credit syndicator is expected to be completed by March 31st.

The contract documents will include detailed requirements including the following:

1. Both Residential Davis Bacon Wage Rates and State Residential Prevailing Wage Rates shall apply.
2. The project is subject to MBE participation. The GC will be required to conduct outreach and solicitation of MBE subcontractors for all contractors of \$50,000 or greater and to report on the efforts.
3. Contractors/Subcontractors will comply with Section 3 of the Housing and Urban Development (HUD) Act of 1968. Solicitation of Section 3 businesses is required for any contracts or subcontracts of \$100,000 or more.
4. State apprenticeship Participation shall apply.

RFQ and Contractor Selection Timeline:

Action	Date
RFQ Solicitation	March 23, 2017
RFQ Responses Due	April 13, 2017
Proposal Review and Notification of GC Selection	April 17 - 27, 2017
Building Permit Application Submitted	Late Spring/Early Summer 2017
GC Project Bidding	Late Spring/Early Summer 2017
Anticipated Notice to Proceed	August/September 2017

C. GENERAL PROPOSAL REQUIREMENTS:

To be considered, copies of a proposal must be received via e-mail, mail service or hand-delivered at the Nueva Vista Phase II LLLP/KHA Administrative Offices, located at 1915 West 4th Place, Kennewick, WA by 5:30 p.m., April 13, 2017. Email submissions must arrive into the designated in-box by 5:30 p.m. and must be sent to lhammer@kennewickha.org Email submissions are limited in size to 10MB; supplemental information may be submitted in a second e-mail send, labeled "Attachment to General Contractor Response" in subject line of the email. Mail submissions must arrive by the time/date deadline noted above. Late proposals will not be accepted.

The Evaluation Committee will review the proposals received and, based on evaluation criteria as outlined below, make a decision. General contractors may be asked to meet with the Evaluation Committee prior to contract award. Companies responding to this RFQ should be notified of the decision on or before April 27, 2017. The selected company will interface directly with the KHA Executive and/or KHA Finance Director and KHA's Community Frameworks' Development Consultant.

D. SCOPE OF WORK:

KHA is the General Partner in a multifamily affordable housing project, Nueva Vista Phase II LLLP, a Tax Credit Limited Liability Limited Partnership. This is the second limited liability limited partnership for KHA and is second and final phase of the Nueva Vista project. Final funding for the project is expected to be approved in April by the Washington State Housing Finance Commission.

In order to be the successful proposer in this category, the company must demonstrate expertise in the creation of affordable housing units on behalf of public funders and/or tax credit partnerships. Proposers must also be familiar with the Washington State Evergreen Sustainable Design Standards (ESDS) and the development of the ESDS binder as well as familiar with the City of Kennewick's site process. 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 preconstruction services will include: Consultation during development phase, development of project construction timeline, development of project schedule with periodic updates, development of project construction budget, review of project drawings and specs, construction planning activities. Once bid documents are complete, solicit bids from qualified subs. Once bid documents are complete, submit to owner lump sum price for construction of the work including competitive bids for subcontractor work. If necessary, participate in value engineering process. Proposer will want to describe cost estimating methodology and description of potential contributions during design phase approach.

Specific construction services will be negotiated via the AIA 101 and 201 standard construction contracts. Scope of Work to include: new construction of two 2-story buildings totaling approximately 25,000 square feet on a 1+ acre vacant parcel in the city of Kennewick. The site is owned by the Nueva Vista Phase II LLLP general partner, the Housing Authority City of Kennewick (KHA). Nueva Vista Phase II LLLP will enter into a long term lease with the KHA. The walk-up style buildings will provide apartments for very low income, including homeless, families and individuals with a unit mix of 1BR, 2BR, and 3BR units. There will be space within the building for residents to access support services as well as parking and a playground for children.

Proposer will want to describe plans to control water moisture intrusion during construction, sub-contractor coordination and management, describe approach to cost containment and where potential savings might be realized, approach to working with architect and other development partners. What logs or equivalent tracking tools are proposed to be used? How will contractor work to minimize Change orders? Describe company procedures with regard to warranty work and call backs. What strategies will you employ to overcome potential obstacles to project schedule to regain lost time? Does this project seem like a good fit and what do you see as the most challenging aspect of this project?

Proposers must be proficient in Davis-Bacon and Prevailing Wage requirements and have the capacity and knowledge to complete accurate, timely certified payrolls twice per month. Proposers must have a record of Affirmative Action/Equal Opportunity employment practices.

E. ADDITIONAL REQUIREMENTS AND RESTRICTIONS:

1) Information concerning your construction firm and the name of the Project Manager, On-Site Superintendent and staff persons who would be assigned to oversee the project. Indicate the applicable experience of these persons, specifically including their experience working with publicly funded affordable housing projects and/or tax credit partnership projects. Please include a current AIA 305 form with your RFQ response.

2) A description of insurance coverage maintained by the contractor. Successful proposers 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 contractor 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 contract.

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 RFQ.

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

9) Please identify your proposed rates for all markups on the base construction bid including: general conditions, overhead and profit, bonds and any other markups not mentioned. If they differ, please identify the rates for all markups on change orders.

F. CONTACT PERSONS:

Lona Hammer, Executive Director, will be the contact person for all general questions with regard to this RFQ. Phone: 509-586-8576, ext. 103; email address: lhammer@kennewickha.org. Tim Williams, Community Frameworks Development Consultant will be the contact person for specific construction-related questions, timw@communityframeworks.org 509-484-6733 x 214.

G. PROPOSAL EVALUATION CRITERIA:

1) Mandatory Requirements (30 points)

- a. The company is independent and has the ability to develop projects in the state of Washington and/or Oregon.
- b. Firm is not currently debarred or subject to limited participation by HUD on the SAM System.

- c. References from other PHA's or letters of support are included within packet. If company has been engaged by KHA or its component LLLP's for services within the past five years, a letter of support or reference is a discretionary requirement.

2) Technical Requirements (65 points)

- a. Expertise and experience working directly with Public Housing Authorities including KHA and/or company's past experience and performance with similar engagements, on similar sized projects, in the Tri-Cities area
- b. Organization, size and structure of company
- c. Technical and professional qualifications of key staff are identified and each key staff person has direct applicable experience
- d. Pre-construction phase participation
- e. Approach to cost containment.
- f. Approach to sub-contractor coordination
- g. Change order and submittal review approach
- h. Warrantees and call back approach
- i. Approach to project schedule and challenges
- j. Level of fees and mark-ups for profit, overhead, general conditions, insurance and bonds

3) Minority-Owned Business Enterprise/Women-Owned Business Enterprise/Section 3 (low income) employment opportunity provider (MBE/WBE/Sec3) (5 points)

- a. Firms identified as a Minority Owned Business or Women's Business Enterprise as defined by HUD or firms who can demonstrate within the past five years that they provided access to opportunities for training and employment for low income Section 3) residents

MBE/WBE/Section 3 points will be awarded if company can demonstrate within the past five years that they have reached out and provided education and or placement opportunities for Section 3 participants or are a MBE/WBE registered enterprise.

4) Fee for Service

The evaluation and selection of a General Contractor will be based on the information submitted within the proposal, references obtained, and KHA's prior experience, if any, with the company. Failure to respond to each of the requirements in the RFQ may be the basis for rejecting a proposal. KHA reserves the right to reject any and all proposals. Fee for service contract to be negotiated after the firm is selected based on the above criteria. If contract negotiations cannot be concluded successfully with the company 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 General Contractor 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 April 13, 2017, and shall remain open for acceptance for a period of ninety (90) days following such time.

H. SUBMISSION REQUIREMENTS:

Submit your response to KHA's Request for Qualifications by 5:30 p.m., Thursday, April 13, 2017, to lhammer@kennewickha.org or hand deliver on or before this date to:

Lona Hammer, Executive Director
(for submission to Nueva Vista II Selection Committee)
Nueva Vista Phase II LLLP
C/o Housing Authority City of Kennewick
1915 West Fourth Place
Kennewick, WA 99336

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

I. 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.

DRAFT AIA® Document A305™ - 1986

Contractor's Qualification Statement

The Undersigned certifies under oath that the information provided herein is true and sufficiently complete so as not to be misleading.

SUBMITTED TO: « »

ADDRESS: « »

SUBMITTED BY: « »

NAME: « »

ADDRESS: « »

PRINCIPAL OFFICE: « »

[« »] Corporation

[« »] Partnership

[« »] Individual

[« »] Joint Venture

[« »] Other « »

NAME OF PROJECT: (if applicable) «Sample»

TYPE OF WORK: (file separate form for each Classification of Work)

[« »] General Construction

[« »] HVAC

[« »] Electrical

[« »] Plumbing

[« »] Other: (Specify) « »

§ 1 ORGANIZATION

§ 1.1 How many years has your organization been in business as a Contractor? « »

§ 1.2 How many years has your organization been in business under its present business name? « »

§ 1.2.1 Under what other or former names has your organization operated?

« »

§ 1.3 If your organization is a corporation, answer the following:

§ 1.3.1 Date of incorporation: « »

§ 1.3.2 State of incorporation: « »

§ 1.3.3 President's name: « »

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

This form is approved and recommended by the American Institute of Architects (AIA) and The Associated General Contractors of America (AGC) for use in evaluating the qualifications of contractors. No endorsement of the submitting party or verification of the information is made by AIA or AGC.

ELECTRONIC COPYING of any portion of this AIA® Document to another electronic file is prohibited and constitutes a violation of copyright laws as set forth in the footer of this document.

§ 1.3.4 Vice-president's name(s)

« »

§ 1.3.5 Secretary's name: « »

§ 1.3.6 Treasurer's name: « »

§ 1.4 If your organization is a partnership, answer the following:

§ 1.4.1 Date of organization: « »

§ 1.4.2 Type of partnership (if applicable): « »

§ 1.4.3 Name(s) of general partner(s)

« »

§ 1.5 If your organization is individually owned, answer the following:

§ 1.5.1 Date of organization: « »

§ 1.5.2 Name of owner:

« »

§ 1.6 If the form of your organization is other than those listed above, describe it and name the principals:

« »

§ 2 LICENSING

§ 2.1 List jurisdictions and trade categories in which your organization is legally qualified to do business, and indicate registration or license numbers, if applicable.

« »

§ 2.2 List jurisdictions in which your organization's partnership or trade name is filed.

« »

§ 3 EXPERIENCE

§ 3.1 List the categories of work that your organization normally performs with its own forces.

« »

§ 3.2 Claims and Suits. (If the answer to any of the questions below is yes, please attach details.)

§ 3.2.1 Has your organization ever failed to complete any work awarded to it?

« »

§ 3.2.2 Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your organization or its officers?

« »

§ 3.2.3 Has your organization filed any law suits or requested arbitration with regard to construction contracts within the last five years?

« »

§ 3.3 Within the last five years, has any officer or principal of your organization ever been an officer or principal of another organization when it failed to complete a construction contract? (If the answer is yes, please attach details.)

« »

§ 3.4 On a separate sheet, list major construction projects your organization has in progress, giving the name of project, owner, architect, contract amount, percent complete and scheduled completion date.

« »

§ 3.4.1 State total worth of work in progress and under contract:

« »

§ 3.5 On a separate sheet, list the major projects your organization has completed in the past five years, giving the name of project, owner, architect, contract amount, date of completion and percentage of the cost of the work performed with your own forces.

« »

§ 3.5.1 State average annual amount of construction work performed during the past five years:

« »

§ 3.6 On a separate sheet, list the construction experience and present commitments of the key individuals of your organization.

« »

§ 4 REFERENCES

§ 4.1 Trade References:

« »

§ 4.2 Bank References:

« »

§ 4.3 Surety:

§ 4.3.1 Name of bonding company:

« »

§ 4.3.2 Name and address of agent:

« »

§ 5 FINANCING

§ 5.1 Financial Statement.

§ 5.1.1 Attach a financial statement, preferably audited, including your organization's latest balance sheet and income statement showing the following items:

Current Assets (e.g., cash, joint venture accounts, accounts receivable, notes receivable, accrued income, deposits, materials inventory and prepaid expenses);

Net Fixed Assets;

Other Assets;

Current Liabilities (e.g., accounts payable, notes payable, accrued expenses, provision for income taxes, advances, accrued salaries and accrued payroll taxes);

Other Liabilities (e.g., capital, capital stock, authorized and outstanding shares par values, earned surplus and retained earnings).

§ 5.1.2 Name and address of firm preparing attached financial statement, and date thereof:

« »

§ 5.1.3 Is the attached financial statement for the identical organization named on page one?

« »

§ 5.1.4 If not, explain the relationship and financial responsibility of the organization whose financial statement is provided (e.g., parent-subsidiary).

« »

§ 5.2 Will the organization whose financial statement is attached act as guarantor of the contract for construction?

« »

§ 6 SIGNATURE

§ 6.1 Dated at this « » day of « » « »

Name of Organization: « »

By: « »

Title: « »

§ 6.2

« »

M « » being duly sworn deposes and says that the information provided herein is true and sufficiently complete so as not to be misleading.

Subscribed and sworn before me this « » day of « » « »

Notary Public: « »

My Commission Expires: « »