

**REQUEST FOR PROPOSAL  
Civil Engineering Services**

**PROJECT: Kennewick Micro Homes**

**I. SUMMARY:**

Housing Authority City of Kennewick (KHA), as project sponsor, is requesting proposals to provide civil engineering services for the development of 16 units of micro housing aimed at homeless families, homeless veterans, and homeless persons with disabilities in the city of Kennewick, WA. The proposed homes will be a mix of studio, 1-bedroom, and 2-bedroom units, some detached and some duplex. There will also be a small community building on site. All units and buildings may be designed and built by a modular building manufacturer.

Community Frameworks, an experienced affordable housing developer, is acting as a development consultant for KHA during this process.

Potential funding sources for this project may include federal funds including HOME, Washington State Housing Trust Fund, Federal Home Loan Bank, local public funding as well as private sources. We anticipate that state prevailing wage and Davis-Bacon wage rates, and other construction requirements, will apply to the final project.

KHA has purchased a 1-acre site, located at 128 East 13<sup>th</sup> Ave in Kennewick for the project. Appendix A includes information about the site. The successful respondent will work with KHA to provide site, civil, and construction administration services that enable the funding, permitting and construction of a micro housing project on the site.

For questions about this RFP, please contact Stephen Taul at [stephent@communityframeworks.org](mailto:stephent@communityframeworks.org), 509-890-1208.

## II. SCOPE OF SERVICES/TIMELINE

KHA plans to retain a firm for civil engineering services in two separate phases, which should each be bid separately. The first phase will comprise predevelopment work, including site plan and preliminary cost estimate. The second phase, beginning after funding has been awarded, will include the full site/civil design, permitting, and construction administration. The deliverable schedule will be based in part on grant and private funding deadlines as generally outlined below in the timeline.

Phase I	Deliverables
May 15, 2019	Release of RFP
June 5, 2019	RFP responses due
June 12, 2019	Interviews with shortlisted firms
June 13, 2019	Successful firm notified
June 24, 2019	Notice to Proceed for Phase I scope
July 22, 2019	Preliminary site plan
August 15, 2019	Refined site design and preliminary cost estimates
Phase II	Deliverables
December 31, 2019	Funding announcements. If successful, notice to proceed will be given for Phase II scope
May 1, 2020	Potential construction start date

**Phase I Civil Engineering Services:** The first phase of civil engineering services involves preparation of a site plan, cost estimate for site work, any collaboration necessary with a modular builder or the designer of the buildings, and any collaboration necessary regarding code and permit requirements with the City of Kennewick and KHA. The scope for Phase I should be completed and delivered to KHA by August 2, 2019. This scope potentially includes preliminary value engineering, and subsequent revised cost estimates, necessary to propose a project within budget. The package of deliverables includes a site plan and cost estimates to be submitted in a funding application to the Washington State Housing Trust Fund in September 2019.

**Phase II Civil Engineering Services:** Notice to Proceed for the second phase of civil engineering services will be granted following notification to the client of successful funding applications, usually in December, 2019. Phase II will include the balance of the site/civil design, as well as design and coordination services for any permitting or hookups necessary for the project. Phase II tasks will also include construction administration, which will take place in 3 tasks (1 mandatory and 2 optional) as indicated below. Proposals should break construction administration costs into three tasks and indicate whether or not the proposing firm intends to bid on each.

Construction Administration Task	Bid Amount
Site work (mandatory)	\$
Module hookup/installation and building foundation construction (optional)	\$
Module finishing post installation (optional)	\$

The successful bidder will be expected to meet with the executive director and staff of KHA as necessary throughout the design and construction process to ensure that the design and construction meets KHA's needs. The engineer will also be expected to remain in close coordination with the modular manufacturer through Phase II.

### **III. SUBMISSION AND EXPERIENCE REQUIREMENTS:**

Only firms with the following experience will be considered:

- Designing and providing construction administration for projects funded by Washington State and federal funds, such as HOME and CDBG, that complied with prevailing wage and other public funder regulations.
- Experience with the Evergreen Sustainable Development Standards (ESDS) or similar.

All responses must include the following:

- A cover letter expressing interest in the project and a fee for the civil engineering services, broken into Phase I and Phase II costs.
- The ability for a representative from your firm to meet on June 12, 2019 for an interview in Kennewick.
- A resume and other documentation that demonstrates the abilities of the principle, firm, and key staff who may be assigned to complete this project. Please include any project that you feel may be similar in programming as well as experience in developing affordable housing, office space or social service space, to the extent you are able.
- At least (3) references from recent clients, including at least one non-profit or public entity that worked with your firm on a publicly funded project.
- Evidence that your firm is licensed to provide civil engineering services in the State of Washington.
- Your firm's primary address and if your firm is a minority or woman owned business.

Copies of the proposal should be submitted electronically to both:

Lona Hammer  
Executive Director, Housing Authority City of Kennewick  
[lhammer@kennwickha.org](mailto:lhammer@kennwickha.org)

Stephen Taul  
Housing Developer, Community Frameworks  
[stephent@communityframeworks.org](mailto:stephent@communityframeworks.org)

Proposals are **DUE on June 5, 2019 at 4:00 PM**. Proposals received after the due date may not be considered for this project.

Submissions received will be opened and evaluated based on the material presented. A subset of the applicants will be interviewed and the final decision to retain a firm will be made based on the firm's qualifications, experience, and estimated fee for a civil engineering commission.

#### **IV. ACCEPTANCE OR REJECTION**

KHA reserves the right to reject any and/or all proposals when such rejection is in the interest of KHA. Proposals most likely will be rejected if candidate has not met the prerequisites of the request or who are not, in the opinion of KHA, in a position to perform the Contract. KHA, at its sole discretion will choose to interview candidates whose qualifications best meet the requirements of this project based on the knowledge and experience presented in their responses. KHA reserves the right to award a contract to whoever is in its best interest.

#### **KHA reserves the right to waive irregularities and to reject any and all proposals.**

KHA affirms it will conduct a fair and open competitive bidding process by soliciting proposals from a broad pool of qualified candidates. Based upon acceptable qualifications and proposed costs, KHA will select a contractor from a pool of two or more written bid proposals. KHA will document the competitive bid process that results in selecting a contractor for this project.

**Equal Opportunity Employer.** KHA is an equal opportunity employer. Because this project is subject to federal funding administered by the City of Kennewick, Benton County and/or the State of Washington, all prospective bidders are hereby notified of the following:

A. In all Contractor services, programs or activities, and all Contractor hiring and employment made possible by or resulting from this Request for Proposal, there shall be no discrimination by Contractor or by Contractor's employees, agents, subcontractors or representatives against any person because of sex, age (except minimum age and retirement provisions), race, color, creed, national origin, marital status, veteran status, sexual orientation or the presence of any disability, including sensory, mental or physical handicaps; provided, however, that the prohibition against discrimination in employment because of disability shall not apply if the particular disability prevents the performance of the essential functions required of the position.

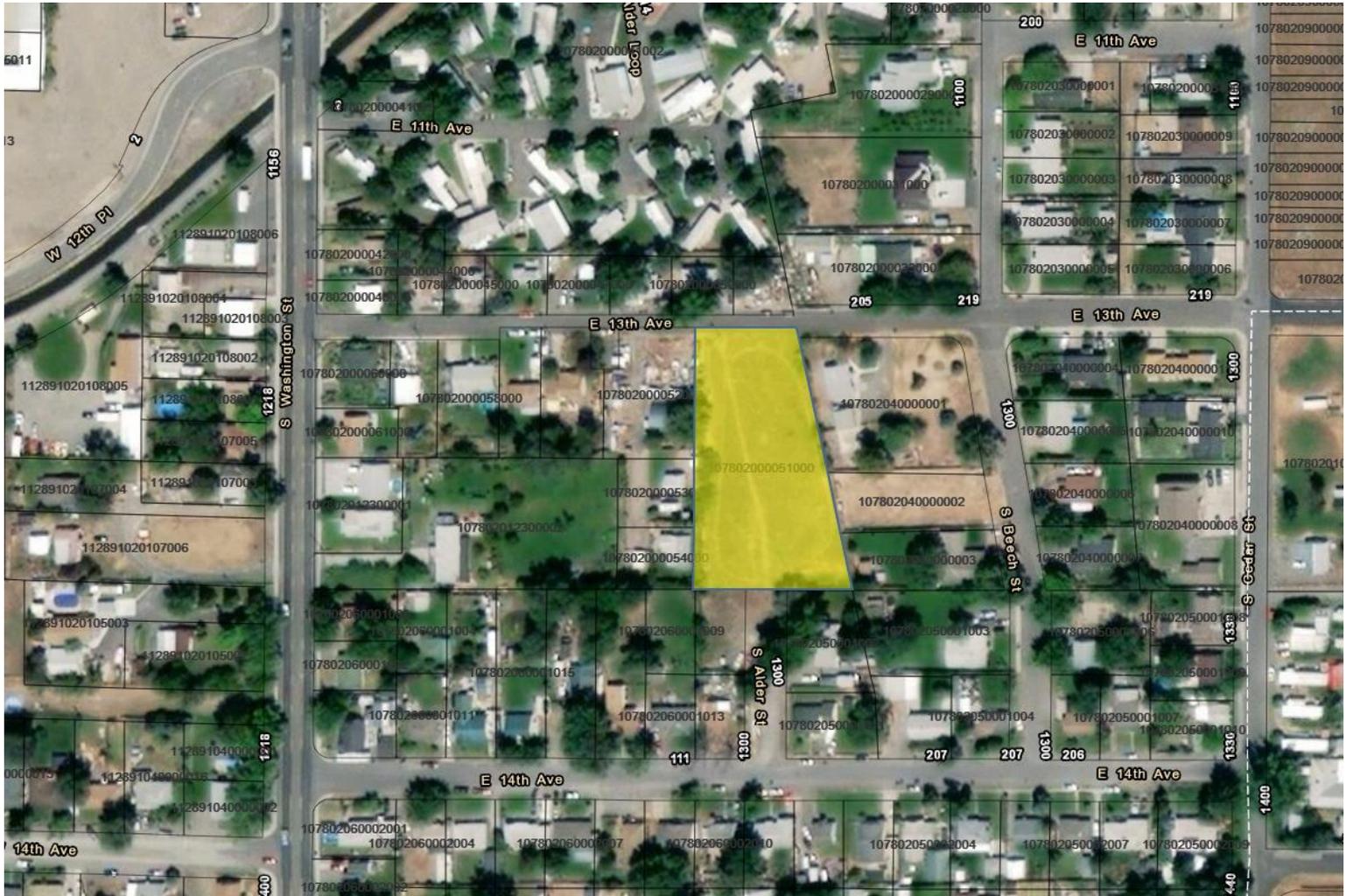
This requirement shall apply, but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Contractor shall not violate any of the terms of Chapter 49.60 RCW, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 or any other applicable federal, state or local law or regulation regarding non-discrimination. Any material violation of this provision shall be grounds for termination of this Agreement and, in the case of the Contractor's breach, may result in ineligibility for further federally funded agreements.

B. In the event of Contractor's noncompliance or refusal to comply with the above nondiscrimination plan, this Contract may be rescinded, canceled, or terminated in whole or in part, and the Contractor may be declared ineligible for further federally funded contracts. The Contractor, shall, however, be given a reasonable time in which to correct this noncompliance.

## Appendix A: Site Information

The proposed site for the project consists of one parcel 128 E 13<sup>th</sup> Ave in the City of Kennewick. The parcel number is 107802000051000. The site is approximately 1 acre, with capacity for up to 16 units. The land is currently vacant and is flat. Access to the property is from E 13<sup>th</sup> Ave on the north boundary of the parcel.

A Phase 1 Environmental Review was completed with no adverse findings.



Benton County Assessor's Parcel Map with Property Highlighted