

**REQUEST FOR QUALIFICATIONS  
FOR  
ARCHITECTURAL/ENGINEERING SERVICES**

The Southwest Florida Affordable Housing Choice Foundation (SFAHCF) is seeking the services of a qualified, licensed architectural firm, architectural/engineering firm or individual to provide design development documents, construction and contract documents preparation, contract administration, and observation of construction for rehabilitation projects. This procurement includes, but is not limited to, preparation of detailed physical need assessments and the acknowledged understanding of Section 504 and/or A.D.A. assistance, energy audits, Section 3, Davis Bacon Certified Payroll, Buy American, HUD, and Neighborhood Stabilization Program I (NSP1) requirements. The firm ultimately selected by this agency will provide full architectural and engineering services for properties identified and other associated improvements, as directed by SFAHCF.

The work will be provided on a delivery order basis that will be prepared for each service when appropriate. The contract will be a continuing service agreement with an initial contract period of one year, with an option to extend the agreement by two additional, one-year periods for a maximum three years.

SFAHCF hereby invites qualified firms to submit proposals for the above referenced services. Proposals must demonstrate qualifications for all stages of work, and contain a certified statement that the respondent has all registrations/licenses and insurances required to perform the work within the State of Florida. In addition, SFAHCF and HUD require documentation of Professional Liability insurance in the amount of \$1,000,000 minimum. Failure to provide the above certification will preclude any further consideration.

Selection will be made in accordance with the “competitive proposal procedure”. All qualified respondents will be mailed a copy of the evaluation criteria that will be used to select a firm.

**Services to be provided:**

1. Prepare a schematic design for the project to include construction cost estimates;
2. Prepare a preliminary site plan;
3. Design architectural plans for project improvements including all architecture and engineering for off-site work (if necessary), site work, structures, and cost estimation for total improvements, and acquire engineering services as needed;
4. Supervise site development and preparation in accordance with all federal, state, and local laws and regulations;
5. Determine maximum use of site and need for variances to achieve maximum site utilization;
6. Provide geotechnical services to establish soils bearing capacity and other pertinent soils criteria necessary to design;
7. Prepare for, attend, and participate as needed in any public hearings;

8. Prepare construction bid package, subject to SFAHCF -Contract Officer review and approval, including plans and specifications in conformance with applicable NSP1 requirements;
9. Work with SFAHCF in bid advertising, tabulation, the contract award process, and conducting the bid opening;
10. Provide survey services to establish site benchmarks for construction contractor to maintain vertical and horizontal control for site grading and improvement location;
11. Work with Contract Officer to conduct the preconstruction conference;
12. Conduct weekly progress meetings with SFAHCF owner's representative(s), project manager(s), and contractor(s);
13. Supervise and inspect construction work and prepare inspection reports;
14. Review and process all contractor submittals, shop drawings, requests for information as required in the construction documents and specifications;
15. Review and process requests for change orders and monthly applications for payment to certify that all work indicated is complete and/or materials have been utilized, submitting these requests for final approval to SFAHCF -Contract Officer;
16. Review and recommend for approval contractor applications for payment and submit these requests for final approval to SFAHCF-Contract Officer;
17. In conjunction with the SFAHCF-Contract Officer, assure compliance with applicable civil rights and equal employment opportunity requirements, including preparation of NSP reports as required;
18. Keep the Contract Officer and Real Estate and Development Director informed of all significant construction project activities, including preparation of regular reports (written and verbal) as required by the contract for architectural services;
19. Provide reproducible "as-built" plan drawings to SFAHCF upon project completion; and
20. Conduct final inspection, assist in the creation of the final punch list, and assist in preparing the Certificate of Completion.

**Responses to include:**

1. Letter of interest, including the principal firm's legal name, address, and telephone number;
2. Statement of Qualifications including:
  - a) The principal(s) of each firm who will be part of the project team, their experience and qualifications;
  - b) The experience and qualifications of the staff to be assigned to the project;
  - c) A description of the firm's prior experience, including any similar projects, projects funded by the HOME Program or the Community Development Block Grant (CDBG)
  - d) A list of project references to include project description, size of community, location, total construction cost, and name of an owner's representative with knowledge regarding the firm's performance;
  - e) A description of the firm's anticipated availability during the term of the project, including how the firm's current work activities would be coordinated with the project;
  - f) The proposed work plan and schedule for activities to be performed;

- g) Responses lacking either a dated Letter of Interest or a Statement of Qualifications will not be considered;
- h) SFAHCF reserves write to award contracts only to responsible perspective respondents who have the ability to perform successfully under the terms and conditions as stated in this RFQ.

All interested architects/engineers **must submit proposals in triplicate no later than 4:00 p.m. on Tuesday August 31, 2010.** All proposals should be mailed (fax copies not accepted) to:

Marcia Davis, Director of Real Estate and Development  
Southwest Florida Affordable Housing Choice Foundation  
4224 Renaissance Preserve Way  
Fort Myers, Florida 33916