

RESTORE NEIGHBORHOODS LA, INC.

Neighborhood Stabilization Program

**DEVELOPMENT AND SALE OF FORECLOSED PROPERTIES
FOR AFFORDABLE HOMEOWNERSHIP**

**REQUEST
FOR
QUALIFICATIONS
(RFQ)**

ARCHITECTURAL FIRMS

January 17, 2012

ISSUE DATE: January 17, 2012

RFQ RESPONSE DUE DATE: February 7, 2012

**RESTORE NEIGHBORHOODS LA, INC.
Neighborhood Stabilization Program
REQUEST FOR QUALIFICATIONS**

Architectural Firms

RESTORE NEIGHBORHOODS LA, INC. (RNLA) is soliciting Competitive Proposals from interested Architectural Firms (Firm) to design construction plans for the new construction of single-family houses and small multi-unit buildings (typically between 2 – 4 units).

Program Overview

The City of Los Angeles' Neighborhood Stabilization Program (NSP) is a program funded by grants from the U.S. Department of Housing and Urban Development (HUD). Funds were awarded to local government and non-profit agencies to acquire and rehabilitate foreclosed or abandoned residential properties in order to stabilize neighborhoods and stem the decline of house values of neighboring homes. NSP will also create new jobs or help to retain existing jobs in home construction and rehabilitation, building supplies and materials, real estate sales, and property management in Los Angeles.

To date, the City has been awarded three NSP grants from HUD:

**NSP1 for \$32.8 million
NSP2 for \$100 million
NSP3 for \$9.8 million**

The homes to be constructed must meet habitability standards to help facilitate the long-term success of the homebuyers and to make significant investments in the future of the neighborhoods. In addition, the utilization of the funding requires the following:

1. The primary purpose of this program is to restore foreclosed or abandoned properties to become "green," code-compliant assets to help stabilize neighborhoods. In special circumstances, vacant property may also be redeveloped.
2. Only properties located in NSP target areas of greatest need are eligible.
3. The property can be any type of permanent residential dwelling unit, such as detached single family structures, townhouses, condominium units, and manufactured homes (where treated under state law as real estate not personal property), and apartment buildings.

RNLA will contract with Firms who are qualified through this Request for Qualification (RFQ) and adhere to Program requirements. The Firm will be directly responsible for developing the construction plans for scattered site single-family homes and some multi-unit properties.

Request for Qualification Overview

Through this RFQ, RNLA is soliciting competitive proposals for the purpose of selecting a Firm with experience in architectural design, architectural interiors, mechanical engineering, electrical engineering, geotechnical engineering, and structural engineering, to provide professional architectural and engineering services.

In addition, the proposal should demonstrate the Firm's capacity and readiness to perform immediately upon execution of a contract with RNLA. Finally, the proposal should include evidence of the Firm's previous experience and qualifications relative to provision of such services.

In order to achieve the RNLA time schedule for these projects, RNLA may at its discretion select more than one firm and reserves the option of selecting any of the top rated firms for contract award.

RNLA reserves the right to establish a qualification list that will remain open for a period of twelve-months. RNLA at its option may award additional future contracts within that twelve month period based on a firms established standing on the list.

Scope of Work

Design construction plans for the new construction of single-family houses and small multi-unit buildings (typically between 2 – 4 units).

The firm shall design several plan types for the construction of Type V single-family houses that are 1,200 Square Feet with 3 bedrooms & 2 bathrooms and an attached or detached garage. The plans shall be designed to fit various lot sizes in the City of Los Angeles, and once approved by the Department of Building & Safety, will be used repeatedly to construct houses on scattered vacant lots owned by RNLA. The firm will also design several plan types for the construction of small multi-unit buildings. These plans shall also be designed to fit various lot sizes in the City of Los Angeles, and once approved by the Department of Building & Safety, will be used repeatedly to construct small multi-unit buildings on scattered vacant sites owned by RNLA.

Firm will be responsible for producing a full set of plans including plan sheets for the following: site, foundation, framing, electrical, plumbing, HVAC (to include HVAC sizing calculation and duct layout), window and door schedule, finish schedule, elevations, sections, and details.

Plans must comply with applicable laws, codes, and other requirements relating to housing safety, quality, and habitability. In addition, RNLA and the City have established green standards above and beyond minimum standards.

Firm will be responsible for submitting the plans to the Department of Building & Safety and obtaining all necessary approvals and clearances. Firm will be responsible for all structural observations, site sign-offs, and any necessary site visits per the Department of Building & Safety.

Firm will be responsible for answering any Requests for Information (RFI's) that may arise while contractors are reviewing the plans for bidding purposes and throughout the course of construction.

Fees

RNLA will negotiate a per project fixed fee for basic services, a maximum amount for reimbursable expenses and additional fee schedule with the Firm selected to complete each project.

Qualifications Evaluation and Selection Process

The evaluation and selection process will consist of the following steps:

Qualifications Review: All Statements of Qualifications will be reviewed and evaluated by a Selection Team – made up of RNLA and the City of Los Angeles Housing Department. RNLA reserves the right to reject any or all Statement of Qualifications.

- 1. Evaluation Criteria:** The Statement of Qualifications and references shall be evaluated on the following weighted factors:
 - Consultants Qualifications - Evidence of the architectural firm's ability to perform the work, as indicated by profiles of the principals and staff's professional and technical competence and experience.
 - Past Performance - Evidence of past performance on similar projects in terms of cost control, timeliness, quality of work, and compliance with performance standards.
 - Pricing - Proposed fee for 1 house and rate sheet.
- 2. Oral Interviews:** The firms who are determined to be the most qualified applicants may be invited for an interview.
- 3. Selection of Firms:** All applicants invited to participate in the oral interviews will be ranked after the interview process as described in this section. Based on the RFQ submittals and interviews, the Selection Team will complete an evaluation utilizing the following weighted factors:

Scoring Criteria	Points
Consultant's Qualifications	40
Past Performance	40
Pricing	20
Total	100

Applicants must score a minimum of 30 points under the first two scoring criteria, and 15 points under pricing.

RNLA reserves the right to select Consultants based on the most advantageous conditions for RNLA. RNLA will then conduct negotiations with the top-rated firms to reach agreement on a fair and reasonable price to perform the work.

Section 3 Participation

Section 3 of the Federal Housing Act of 1968 requires that economic opportunities generated by certain U.S. Department of Housing and Urban Development financial assistance for housing and community development programs shall, to the greatest extent feasible, be given to low-income persons, particularly those who are recipients of government assistance for housing, and to businesses that provide economic opportunities for these persons.

A Section 3 Business is defined as:

1. The business is 51% or more owned by a Section 3 resident; or
2. The business' workforce consists of 30% or more of full time, permanent Section 3 residents within 3 years of first employment; or
3. A business that subcontracts in excess of 25% or more of the total amount of the contract (including modifications) to (a) or (b) as identified in this paragraph.

Firms must demonstrate compliance to the "greatest extent feasible."

Required Submissions Summary

1. Application and Reference Form -, which will validate the firm's qualifications/ability to perform the work, and will support the firm's evidence of past performance on similar projects (no more than 10 pages).
2. Provide Evidence the Firm is fully qualified to perform the services and must be a licensed architect in the State of California. Any sub-consultants must be licensed in the State of California in their discipline.
3. Provide a Statement of Certification of ability to provide insurance requirements that are outlined in RFQ.
4. Sample plans for similar projects.
5. Floor plan and front elevation for 1421-1423 E. 41st Place (a plot plan can be found on the RNLA website)
6. Schedule of performance.
7. Proposed fee for 1 house and rate sheet.

Insurance Requirements

The Firm shall name RNLA additional insured and maintain in full force and effect during the entire Contract term the Insurance Requirements as described below:

Workers Compensation Insurance	\$1,000,000
Errors and Omissions	\$1,000,000

	Bodily Injury Including Personal Injury		Property Damage	
	Each Person	Each Occurrence	Each Occurrence	Aggregate
General Liability	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Comprehensive Auto Liability	\$500,000	\$1,000,000	\$500,000	\$1,000,000

RFQ Submission Requirements

All interested applicants should download the **Architectural Firms Application and Reference Form** that is posted on RNLA's website. This form should be completed and submitted, along with all required attachments, to RNLA as directed below:

Due Date:

Completed applications must be submitted on or before 5:00 PM on February 7, 2012.

Format:

1. An electronic version of the Application can be downloaded from RNLA's website. Responses should be typed directly into the Application and should not be handwritten.
2. Submit one (1) original and three (3) copies including all attachments.
3. The original submission must be signed by an authorized representative of the Applicant.
4. If the applicant is a limited partnership or joint venture, the Applicant must complete the Application for each entity that comprises the limited partnership or joint venture.
5. Each submission must be clearly labeled with the name of the Applicant(s) on the cover.
6. Application must be complete including responses to all Sections and all documentation requested. Incomplete submissions will not be considered.

Deliver to:

Restore Neighborhoods LA, Inc.
Attn: Architectural Firms RFQ
315 W. 9th Street, Suite 501
Los Angeles, CA 90015

Questions:

On or before January 27, 2012 email questions to: jlaunchbaugh@restoreneighborhoodsla.org.
RNLA will provide answers to questions on its website.

Terms and Conditions

This RFQ is subject to the specific conditions, terms and limitations stated below:

1. The proposed Program shall conform to, and be subject to, the provisions of all applicable laws, rules, regulations and ordinances of all Federal, State, and City authorities having jurisdiction, as the same may be amended from time to time.
2. RNLA is not obligated to pay, nor shall in fact pay, any costs or losses incurred by any Firm at any time including the cost of responding to the RFQ.

3. All material and information presented in this RFQ is general in nature and shall not be deemed to be inducements or representations to which the City is bound. Firms are cautioned to make their own independent investigation of all factual, financial, and legal matters upon which their submittals may be based.
4. RNLA reserves the right to reject at any time any or all submissions and/or to withdraw this RFQ in whole or in part, to negotiate with one or more Firm. RNLA likewise reserves the right, at any time, to waive compliance with, or change any of the terms and conditions of this RFQ, and to entertain modifications and additions to the selected submissions.

Conflicts of Interest

Applicants should be aware that all Firms deemed eligible will be required to adopt RNLA's Conflict of Interest Policy.