



REQUEST FOR QUALIFICATIONS

ARCHITECTURAL AND ENGINEERING SERVICES REQUESTED FOR:

**ADAPTIVE REUSE OF COMMERCIAL PROPERTY TO MULTIFAMILY RENTAL DEVELOPMENT IN
MAMMOTH LAKES**

APPROXIMATELY 12 UNITS AND

MODEST RELATED SITE WORK PROJECT – Collectively known as Access Apartment Project

Location: 238 Sierra Manor Road, Mammoth Lakes, CA 93546

Mammoth Lakes Housing, Inc. (MLH), in partnership with Rural Community Assistance Corporation (RCAC), is planning to rehabilitate an existing commercial property to approximately a 12 unit multifamily affordable rental development on an approximately .39 acre parcel located at 238 Sierra Manor Road in the commercial zone of Mammoth Lakes, CA. The project is collectively known as the Access Apartment Re-Development.

In anticipation of securing financing for the project, MLH and RCAC will accept responses to this request for furnishing Architectural and Engineering services for entitlements, feasibility, design and construction of the Access Apartment Development.

Copies of the detailed Request for Qualifications (RFQ), including a description of the services to be provided by respondents, the minimum content of responses, and the factors that will be used to evaluate the responses can be obtained by contacting:

Jennifer Halferty, Executive Director

Mailing Address: Mammoth Lakes Housing, Inc.
P.O. Box 260 (USPS)
587 Old Mammoth Road #4 (Courier Delivery)
Mammoth Lakes, CA 93546

Phone: (760) 934-4740

Email: jennifer@mammothlakeshousing.org

All proposals in response to the RFQ must be received by no later than 5PM, November 6, 2017 at the MLH address above.

MLH is an Equal Opportunity Employer. Minority Business Enterprises, Women-Owned Businesses, and Disadvantaged Business Enterprises are encouraged to apply.



REQUEST FOR QUALIFICATIONS

FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR:

THE ACCESS APARTMENT PROJECT AND

RELATED MODEST SITE WORK

I. INVITATION

Mammoth Lakes Housing, Inc., hereinafter referred to as MLH, in partnership with Rural Community Assistance Corporation, hereinafter referred to as RCAC, is requesting proposals from Architectural and/or Engineering (A&E) firms to secure entitlements through the Town of Mammoth Lakes, furnish architectural (including landscape) and engineering (structural, mechanical, electrical, plumbing, civil engineering, landscape architecture, (hereafter referred to as engineering) services for the Access Apartment project and related site work. The project is located on a currently developed site located at 238 Sierra Manor Road in Mammoth Lakes, CA. The property is zoned Commercial, in which multi-family residential is a permitted use.

It is intended that the selected firm provide various professional services and perform any and all requirements necessary to secure entitlements through the Town of Mammoth Lakes as well as to investigate and access all work, prepare cost estimates, develop plans and specifications, provide construction administration and inspection services for all work described. The A&E shall be prepared to provide services as requested and when requested by MLH, following the "Notice to Proceed".

The selected firm will be engaged for 2 contracts. The first contract will cover for both the entitlements process through the Town of Mammoth Lakes process and will include feasibility and schematic design. The second contract will be for Construction Documents, Construction Bidding, and Construction Management. Details of the contracts are provided in Section III, Contract Responsibilities.

MLH is an equal opportunity employer. Women -owned, veteran or service disabled veteran owned and HUBzone and minority -owned small businesses are encouraged to apply.

MLH makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the application and selection process or the Contractor's ability to perform the essential duties of the job. For MLH to make such accommodations, the applicant must make known any needed accommodation.

Financing

The proposed financing for the Access Apartments project is expected to include public funding from either or both Federal and State affordable housing programs, other soft secondary financing from local sources, conventional construction and permanent debt. The Access Apartments project will be an approximately 12 unit rehabilitation construction rental development project on a .39 acre parcel located at 238 Sierra Manor Road in Mammoth Lakes.



MLH and RCAC have developed a project schedule in which entitlements are secured by the middle of 2018. At the same time, MLH will assemble the financing. MLH believes that financing can be secured in 2018 with construction beginning in early spring of 2019. The second phase of the contract for A & E services is contingent upon successful award of funding.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services.

About RCAC

RCAC is a nonprofit organization that was incorporated in 1978 to provide technical and financial resources and advocacy so rural communities can achieve their goals and visions. RCAC Development Solutions is part of the Housing and Lending Division of the agency. Development Solutions works with local partners to increase the availability of safe, decent affordable rental housing for low and very-low income families and individuals.

About Mammoth Lakes Housing, Inc. (MLH)

MLH is a nonprofit community housing development organization created by the Town of Mammoth Lakes in 2003 to develop affordable housing for the workforce which is largely low income households due to the tourism based economy of the region. MLH and RCAC will jointly develop the Access Apartment Re-Development.

II. PROJECT DESCRIPTION

The Access Apartment Re-Development is a proposed 12-unit affordable rental development to be located on an approximate .39 acre parcel of land located at 238 Sierra Manor Road in Mammoth Lakes, CA. The parcel is zoned Commercial and the proposed Project is a permitted use. Please see the attached site map.

The first task that will be required through this solicitation is to work with the developers to provide schematics to facilitate cost estimates. Because this project will be 100% affordable, the architect will work with the developer to utilize the Project eligible Density Bonus features necessary, such as parking, through the Town of Mammoth Lakes Planning and Building Department.

The Access Apartment Re-Development will include physical spaces in accordance with the Town Municipal Code for exterior community space and must provide for at least one (1) secure overnight bicycle parking spot for every two units that is not publicly accessible and is completely enclosed. At this point, we envision the project to consist of eleven one-bedrooms and one studio designed in apartment style although other configurations could be acceptable. The project is being developed by MLH and RCAC to be affordable, greenhouse gas reducing housing for small households working and living in Mammoth Lakes. **Throughout this document MLH and RCAC will be referred to in their joint development capacity as the Owners.**



Target Population

The Access Apartment Re-Development will be affordable to households at or below 80% of area median income. All of the units will be low-income. A minimum of 20% of the units will be ADA accessible. These units will be ground level units.

Site and Neighborhood

The site is located in the Commercial area of Mammoth Lakes, CA. The surrounding neighborhood consists of a mix of uses, including commercial retail, light industrial, office, residential apartments, public schools, medical services, restaurants, public library, churches, and a large grocery store. The property is located close to Old Mammoth Road and Meridian Road which features a mix of commercial, public, and retail amenities.

Physical Description

The Owners anticipate that the proposed design will consist of a total of 12 small apartment homes utilizing the existing two structures with one bedroom apartments on both levels of the larger building and a studio unit on the ground floor and one bedroom apartment on the second floor of the smaller building while maintaining the garage spaces of the smaller building for tenants. The Project will include accessible and adaptable units, secured bike storage, as well as community space. At this point we envision adding an exterior stairway to the east side of the larger building along with an exterior walkway along the south side of the same building allowing for entrances to the second story apartments, though the developers are open to other configurations or a different type of design.

The apartments will range in size from 285 (studio) square feet to 640 square feet and feature one shower stall bathrooms, kitchen, washer and dryer hook ups, and ample storage space, and adaptable ADA units in accordance with the Municipal Code.

Outdoor spaces will include water conscious landscaping, patio and sitting areas.

Development Green Components

The buildings and site work designs must achieve green building status beyond State mandatory green building requirements including but not limited to materials and resource conservation, water management, healthy living environment, and energy efficiency.

The building shall include high efficiency heating and cooling equipment, including EnergyStar appliances, low-E thermal pane windows, high R-value wall and attic insulation, and large display thermostat controls. The development will promote sustainable building techniques through the use of low- and no-VOC paints, carpeting, padding, and adhesives, and formaldehyde-free particle board and



will promote water conservation with low-flow fixtures. Solar could be included in building design if appropriate given the Mammoth Lakes climate. The building will need to incorporate passive house standards to compete successfully for funding.

RCAC, MLH and State and Federal Conditions

1. **ELIGIBILITY.** The Architect must certify that the Architect's firm and the firm's principals are not debarred, suspended, voluntarily excluded, or otherwise ineligible for participation in federally assisted projects. In addition, the status of prospective candidates will be checked prior to execution of any contract.
2. **CONFLICT OF INTEREST.** The Architect must certify that it presently has no interest (actual or perceived) and will not acquire any interest, direct or indirect, in the project that would conflict in any manner or degree with the performance of its services hereunder. The Architect further certifies that, in the performance of the Architect's Agreement, it will employ no person who has any such interest.
3. **BREACH OF CONTRACT.** In the event of breach of Contract by the Architect, RCAC and MLH may at its option, engage the services of another Architect to complete the work and deduct the cost of the completion from the amount due to the Architect. In the event if either RCAC, MLH or Architect do not fulfill performance under this agreement, then the affected party may pursue all legal remedies available for breach of contract.
4. **NONDISCRIMINATION AND EQUAL OPPORTUNITY.** The Architect will abide by the Federal requirements set forth in *24 CFR 5.105(a), Nondiscrimination and equal opportunity:*
 - a) Requirements of the *Fair Housing Act [42 U.S.C. 3601-20]* and *Executive Orders 11063 and 12259* (regarding Equal Opportunity in Housing);
 - b) Prohibitions against discrimination on the basis of age under the *Age Discrimination Act of 1975 [42 U.S.C. 6101-07]*;
 - c) Prohibitions against discrimination against an otherwise qualified individual with a physical or mental disability, as provided in *Section 504 of the Rehabilitation Act of 1973 [42 U.S.C. 794]*; and *The Americans with Disabilities Act of 1990*
 - d) *Executive Order 11246*, as amended, regarding Equal Employment Opportunities and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
 - e) *Vietnam Era Veterans Readjustment Assistance Act of 1972*, as amended.



MAMMOTH LAKES HOUSING, INC.

The Architect will not discriminate against any employee or applicant for employment on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin.

6. **CLEAN AIR ACT (42 U.S.C. 7401 et seq.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. 1251 et seq.), as amended:** Contracts of amounts in excess of \$150,000 shall contain a provision that requires the recipient to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
7. **BYRD ANTI-LOBBYING AMENDMENT (31 U.S.C. 1352):** For all contracts of \$100,000 or more, MLH shall obtain from the contractor a certification that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Likewise, since each tier provides such certifications to the tier above it, the Contractor shall obtain such certifications in all situations in which it subcontracts to third parties in the amount \$100,000 or more.
8. **ACCESS TO RECORDS.** It is expressly understood that the Architects log relating to the proposed construction monitoring will be available during normal business hours for inspection by MLH, The HOME Grantee, the Your State Department of Commerce, the U.S. Department of Housing and Urban Development, the U.S. Comptroller General, and, when required by law, the Your State Legislative Auditor.
9. **TERMINATION:** All contracts in excess of the small purchase threshold fixed at 41 U.S.C. 403(11) (currently \$150,000) shall contain suitable provisions for termination by MLH, including the manner by which termination shall be effected and the basis for settlement. In addition, such contracts shall describe the conditions under which the contract may be terminated for default as well as conditions where the contract may be terminated due to circumstances beyond the control of the contractor.
10. **ACCESSIBILITY REQUIREMENTS.** All design specifications for the construction of any building shall comply with the applicable accessibility requirements of the *Fair Housing Amendments Act of 1988 (Fair Housing Act)*; the *Uniform Federal Accessibility Standards* adopted by HUD in *24 CFR Part 8* (implements *Section 504 of the Rehabilitation Act of 1973*); the accessibility requirements of the *Americans with Disabilities Act, together with any additional accessibility features in excess of the aforementioned requirements as directed by Accessible Space, Inc.*
11. **PRECONSTRUCTION CONFERENCE.** Architect will conduct a preconstruction conference with the Owners after the construction contract for the project has been awarded and before the start of construction to familiarize the successful bidder with the federal and state requirements which apply to projects funded by various state, federal and local funds. Additionally, discussions will take place on such matters as project supervision, coordination with city or county officials, on-site



inspections, progress schedules and reports, payrolls, payments, contract change orders, insurance, safety and other items pertinent to the project.

12. DEFINITIONS

Women-owned small business means a small business concern—

- (1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women;

Minority owned business: A business which is at least 51% owned, operated and controlled on a daily basis by one or more (in combination) American citizens of the following ethnic minority and/or gender (e.g. woman-owned) and/or military veteran classifications:

- (1) [African American](#)
- (2) Asian American (includes West Asian Americans (India, etc.) and East Asian Americans (Japan, Korea, etc.))
- (3) Hispanic American - Persons with origins from Latin America, South America, Portugal and Spain.(SBA.gov)
- (4) Native American including Aleuts
- (5) Service-Disabled Veteran Owned

Veteran-owned small business: means a small business concern—

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at [38 U.S.C. 101\(2\)](#)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

Service-disabled veteran-owned small business: (1) Means a small business concern—

- (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
 - (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.
- (2) Service-disabled veteran means a veteran, as defined in [38 U.S.C. 101\(2\)](#), with a disability that is service-connected, as defined in [38 U.S.C. 101\(16\)](#).

HUBZone: small business concerns located in historically underutilized business zones under the Historically Underutilized Business Zone (HUBZone) Act of 1997 ([15 U.S.C. 631](#) note)

III Contract Responsibilities

This Request for Proposals and Qualifications envisions executing two contracts for services. The first would be executed upon selection of the architectural firm and the second would be contingent upon project funding. The first contract includes but is not limited to feasibility services and schematic



drawings. The second contract includes, but is not limited to, design development, development of bid documents and construction monitoring. Details are provided below:

CONTRACT 1: FEASIBILITY AND ENTITLEMENTS

- **Entitlements**

- 1) Working with the developer, secure all necessary permits.

- **Feasibility**

- 2) Schematic Design of a 12 unit affordable housing project providing 0, and 1, bedroom units to be determined in discussion with sponsor organization
- 3) Engineering as necessary.
- 4) Participate in one, publicly noticed, community charrette during the schematic phase.
- 5) Work cooperatively with public planning and entitlement agencies as necessary

In addition to the services enumerated above, the A&E Consulting Services may include, but are not limited to: conferences with the developer; preparation of cost estimates; preparation of preliminary schematic and design development drawings and specifications.

CONTRACT 2: PHASE I DESIGN, BIDDING AND OVERSIGHT CONTRACT

In addition to the services enumerated in Contract 1 above, the A&E Consulting Services may include, but are not limited to preparation of construction documents; meetings with applicable governmental agencies; revisions in working drawings; assistance with bid analysis; construction administration and inspection services related to the project set forth in Section II. The A&E will also be required to perform the services outlined below:

A. CONSTRUCTION DOCUMENT & BIDDING PHASE

1. Meet with representatives from RCAC and MLH to review and discuss the work to be completed.
2. As requested by project funders, meet with funder representatives for discussions with funders' in-house architectural staff and make changes as requested to ensure funder compliance. All applicants must have the flexibility and personnel to accommodate this funder requirement.
3. Survey and inspect the site. Make recommendations and prepare technical specifications and construction drawings based upon the Owner's program requirements and mutually agreed upon budgets.
4. Develop final cost analysis covering all work required by the contract drawings and specifications.
5. If necessary, make scope changes necessary to meet the budgets or other objectives.
6. Revise the drawings and specifications in the event the actual bids are over budget and provide all services as required above to proceed with the work.
7. Prepare completed specifications associated with the Contract Documents in the Construction Specifications Institute (CSI) format. Completed specifications and drawings shall be submitted to the RCAC and MLH, also referred to as the Owners, in a form that is ready for reproduction. In addition, a copy of the specifications shall be provided both in hard copy and electronic format in a format compatible with Microsoft Word (pdf ready).



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NOTE: Specifications are to be written in such a manner as to promote active competition among appropriate manufacturers and suppliers for products specified.

8. Prepare and distribute bidding documents, general conditions and applicable addenda. Architect will direct and administrate the General Contractor bidding and selection in accordance with all applicable funding requirement including preparing the construction bid package in conformance with applicable requirements, preparing and supervising the advertisements for bid solicitation, conducting the bid opening, tabulation, and award process, and issuing the Notice to Proceed. The Owners will pay for associated GC bid advertising costs.

B. CONTRACT 2; PHASE II CONSTRUCTION PHASE

1. Pre-construction Meeting: Attend pre-construction meetings with the Owners and Contractors to establish schedules and coordinate the work of all contractors.
2. Resolve Design Issues: Resolve design issues uncovered in plan review of the Construction Documents. The A/E shall attend job progress meetings to resolve design or construction issues, monitor budgets and schedules, and compile and distribute minutes to attendees in a timely fashion the minutes of these meetings in a format acceptable to the Owners.
3. Periodic Observations: The A&E shall attend weekly project meetings (may be adjusted to a frequency determined by the project complexity) during construction to become familiar with the progress and quality of the work and determine if the work is proceeding in accordance with the contract documents. In addition to these weekly visits, the A&E shall visit the site as necessary to resolve design or construction issues resulting from the construction documents or as directed in the contract documents.
4. Shop Drawings: Prior to the start of construction, in collaboration with the Owners, establish procedures for expediting the process and approval of all shop drawings. This responsibility shall also include evaluating shop drawings, making recommendations to the Owners as necessary, and approval of shop drawings.
5. Change Orders/Procedures: The A&E shall carefully review and analyze change order requests received from the contractor(s), and recommend approval or disapproval to the Owners. The A&E shall inspect work areas with the contractor(s) to determine the extent and necessity for additional work and shall establish with the appropriate contractor(s) necessary unit costs, methods, scheduling and coordination to accomplish this additional work as the contract work proceeds. Prepare any other cost estimates as the project work proceeds, as needed to make budgetary changes. Prepare approved change orders with the Owners. All recommendations by the A&E are subject to review and approval by the Owners, lenders and investors.
6. Interpretation of Drawings and Specifications: The A&E shall respond to requests for interpretations of the meaning and intent of drawings and specifications from any contractor(s) and advise the Project Manager in writing of any such questions and the A&E's response.



7. **Contract Compliance:** During the site visits, observe the work of project contractors to determine if the work is being performed in accordance with the general requirements of the contract documents. Whenever any defects or deficiencies are detected, report to the Project Manager, in writing, the nature of such defect or deficiency and the action to be taken.

8. **Completion of Work:** Upon the contractor(s) request and the Architect’s determination of substantial completion of the work, and prior to approval by the Owners, lenders and investors, inspect the work to determine satisfactory completion of all work and prepare a list of unsatisfactory or incomplete items and a schedule for the contractor(s) completion. After determination of final completion, provide written notice to the Owners that the work is ready for final inspection. Secure and transmit to the Owners required manuals, warranty information, guarantees, affidavits, releases, bonds, waivers, record drawings, and other required documentation. The A&E shall arrange for maintenance staff training and familiarization with the operations of the major building systems.

IV. AWARD CONTINGENCIES

1. **INSURANCE REQUIREMENTS:** ALL INSURANCE CARRIERS MUST HAVE AN AM BEST RATING THAT MEETS THE SYNDICATOR AND LENDER REQUIREMENTS (Typically AM BEST Rated A VIII or better)

A. The agreement will require the A&E provide the following minimum

Insurance	Coverage Amount
a. Worker's Compensation	Statutory
b. Comprehensive General Liability	BI \$2,000,000 per occurrence PD \$ 100,000 per occurrence
c. Automobile Liability	BI/PD \$ 500,000 combined single limit
d. Professional Liability	\$ 2,000,000

NOTE: Anticipate maintaining Professional Liability Insurance for 3 years post construction in the amounts necessary to meet the LIHTC syndication requirements.

The Owners, as well as all other requested project finance entities shall be named as an additional insured, except on Professional (Errors and Omissions) and Worker’s Compensation coverage, and will be given thirty (30) days-notice in advance of cancellation, non-renewal, or material change in any coverage. A certificate of insurance evidencing such coverage shall be approved by the Owners and placed on file prior to commencement of work under this contract. The A&E shall indemnify and hold harmless the Owners as well as all other requested project finance entities, from any losses, damages, costs, expenses, judgments, or decrees arising out of, or resulting from, the negligent acts of the A&E. In the event any action in court is brought against a party so indemnified, YCCHO shall tender the defense of any such claim or action at law or in equity to the A&E and A&E’s insurer, and upon such tender it shall be the duty of the A&E and A&E’s insurer to defend such claim or action without cost or expense to the Owners.



B. PROFESSIONAL LICENSING

Evidence that your firm currently has professionals registered in the State of Your Operation and that your firm or the participating professionals for this work are not debarred, suspended, or prohibited from professional practice by any governmental agency.

V. PAYMENT PROCEDURE

The Owners shall make every effort to process payment for the services rendered within sixty **(60) calendar days after receipt of invoice and approval of services.**

VI. SUBMISSION REQUIREMENTS

Your proposal must be received at MLH on or before November 6, 2017 at 5:00 PM. The deadline is firm as to date and hour. Email submissions will be accepted. Proposals received after this time will not be considered. Your proposal must be addressed to:

Jennifer Halferty
Executive Director
Mammoth Lakes Housing, Inc.
P.O. Box 260 (USPS)
587 Old Mammoth Road #4 (Courier Delivery)
Mammoth Lakes, CA 93546

Proposals must either be delivered or placed in the mail in time to be received on the date and at the time required. Please identify the envelope as: PROPOSAL TO PROVIDE A&E SERVICES FOR THE ACCESS APARTMENT RE-DEVELOPMENT, with the date and time for required delivery. All timely submissions will become property of MLH and will not be returned to the respondent.

In the event that you are not interested in being considered at this time, we would appreciate a short letter from you for our files indicating the reason(s).

The Owners reserve the right to reject any and all proposals submitted and to waive any informality in submittals received whenever such rejection or waiver is in the best interest of the Owners. In addition, the Owners reserve the right to award a contract to the A&E firm(s) who in the opinion of the Owners will be in the best interest of and/or the most advantageous to the Owners

The Owners may, at their own discretion, request a re-solicitation of proposals or abandon the project entirely.

VII. ORGANIZATION OF SUBMISSION

The instructions below provide direction on the preparation of proposal submissions. Their purpose is to establish the requirements, order and format of responses so that proposals contain all essential information and can be more easily evaluated.

1) Letter of Interest with firm's legal name, address and telephone number



2) Profile of Firms or Key Members: List of principals or key members of the firm who will be involved in the project, their background, and experience, particularly the background, experience, or qualifications in fields related to the requirements of this proposal. List professional licenses held and applicable or pertinent certifications. Provide the same information requested above for any firms that will be providing any of the professional requirements of this proposal as a sub A&E to your firm. Include information about your firm's facilities and resources for performing this work.

3) Experience and Capacity and Other Items Covered Under Section VII –Criteria for Evaluating Request for Qualifications

4) References: Quality of references (3 minimum). Include the names of the project owners and all of their contact information, the person(s) within the owner's organization who were responsible for the project and all of their contact information, and the locations of the projects. References are relevant to the proposal and the degree to which reference checks provide affirmation of the A&E's competence with respect to development and management of the project will be considered.

VIII. CRITERIA FOR EVALUATING REQUEST FOR QUALIFICATIONS

Your proposal shall include information about your firm's capabilities and past experiences, particularly relative to the type of work being undertaken in this project, and any other information that will demonstrate your firm's abilities to perform the required services. Your proposal must include complete information on each of the following. Each area will be evaluated as indicated.

25 Points. Key Personnel Experience and Licensing

- ✓ List of principals or key members of the firm who will be involved in the projects, their background, and experience. Particular emphasis will be on the background, experience, or qualifications in fields related to the requirements of this proposal including design and construction experience, experience needed to accommodate residents with varying types and degrees of physical disabilities, green design experience, family project experience, experience or knowledge of passive house standards
- ✓ List professional licenses held and applicable or pertinent certifications.
- ✓ Provide the same information requested above for any firms that will be providing any of the professional requirements of this proposal as a sub A&E to your firm. Include information about your firm's facilities and resources for performing this work.

20 Points. Responsiveness, Quality and Cost Control

- ✓ Capability to provide services in a timely and expedited manner.
- ✓ Past performance in terms of cost control, quality of work, value engineering, and compliance with performance schedules.
- ✓ Knowledge of local building codes.
- ✓ Compliance with administrative requirements of the RFQ (Due Date, Formatting, etc.)

20 Points. Firm Experience & References



MAMMOTH LAKES HOUSING, INC.

- ✓ Description of the usual types of services offered by your firm.
- ✓ Experience in securing entitlements for similar, or like, projects.
- ✓ Experience working with the City and County of Honolulu Department of Planning and Permitting
- ✓ Give a brief history of the firm, including a list, and approximate construction dollar value of related type projects completed or in progress and the type of services performed by your firm in connection with the project. Include the names of the project owners, all of their contact information, the person(s) within the owner's organization who were responsible for the project and all of their contact information, and the locations of the projects.
- ✓ Be sure to include your knowledge of, and experience with, wheelchair accessibility designs for people with disabilities, and Fair Housing Act, Section 504 and Americans with Disabilities Act regulations, if applicable.
- ✓ Address prior experience with "green" design, passive house standards and cold climate construction experience.
- ✓ Firm is A MBE, WBE VOSB, SDVOSB, HUB Zone, SDB or DBE Firm

5 Points. Firm Location

- ✓ Firm is located within the State of California.

30 Points. Bid Documents, Cost Constraints, Proposed Cost Percentages

- ✓ Evidence of your firm's ability to successfully design within budget constraints and to create construction documents that have resulted in bids at or near your firm's calculated estimates. This will include the extent and qualifications of the estimating resources as well as specific examples of successful, within budget bidding experiences.

100 Points TOTAL

IX. PROCEDURE FOR SELECTION OF A&E

The Owners will evaluate the proposal submittals against the evaluation factors stated in this Request for Proposal. The Owners may invite the highest ranked firm(s) to participate in an interview process. A letter may be sent to the firm(s) selected to participate in this interview process, and this/these firm(s) will be asked to provide more specific written information about their qualifications, methodology, and costs. The Owners may invite the highest ranked firm to submit more detailed, written proposals describing the project management, scope and costs for A&E services on this project. If the Owners cannot reach an agreement with the highest ranked firm, the Owners may contact the next highest ranked firm and repeat the same procedure. The Owners may continue this process until an agreement is reached with the most qualified firm that provides the best proposal, most value, and a fair and reasonable cost. If and when a contract is awarded, all of the firms who submitted a proposal will receive a written acknowledgement of their proposal. The Owners will not reimburse firms for any expenses associated with the submission of proposals or participation in the interviews.



MAMMOTH LAKES HOUSING, INC.

X. PROCEDURES FOR EXECUTION OF CONTRACT

Once the Owners have successfully negotiated the services of an A&E firm, the procedures described below shall apply for executing the contract.

A. The Owners shall send to the A&E (1) copy of the Contract for their review and an invitation to attend a meeting to execute multiple originals of the Contract as needed.

B. The Owners reserve the right to withdraw a contract award prior to the execution of the contract for any reason including, but not limited to, A&E's failure to execute the contract within the time specified or failure to present proof of insurance pursuant to the terms specified.

If there are any questions concerning this Request for Proposal, **contact Jennifer Halferty, MLH Executive Director at (760) 934-4740 or jennifer@mammothlakeshousing.org.**