

**REQUEST FOR QUALIFICATIONS
SAGINAW HOUSING COMMISSION
ARCHITECTURAL/ENGINEERING SERVICES
RFQ #10-05**

The Saginaw Housing Commission (SHC) is seeking the services of a qualified, licensed Architectural/Engineering (A/E) firm or individual to provide design services, construction and contract document preparation, proposal review services including bidding and award, and construction inspection services to implement the Saginaw Housing Commission's 2010 and 2011 Capital Fund Programs (CFP).

Required services shall include, but not necessarily be limited to:

- Schematic Design: a presentation of the complete concept of the Project, including all major elements of building site design, planned to promote economy both in construction and in administration, and to comply with current criteria and cost limitations.
- Construction Documents: plans and specifications necessary to secure appropriate approvals and permits and to solicit sealed bids for the construction of the work.
- Contract Award: assistance to the Owner in connection with advertising for and securing bids and awarding a construction contract.
- Construction and Guarantee: construction period services including inspections, approvals of shop drawings, payment requests and change orders, conducting and recording periodic progress meetings, preparation of all final "as built" construction drawings and final inspection and approval of completed work.
- Environmental Reviews: assessing what level of environmental review is appropriate for the project and completing documentation required to comply with all HUD requirements.

The Saginaw Housing Commission's scope of work for the 2010 Capital Fund Program includes the following work items:

- Maplewood Manor – Sidewalk and handrail replacement for 504/ADA compliance, bathroom grab bars and lower sink for 504/ADA compliance, common area and kitchen rehab, and new laundry area cabinets.
- Davenport Manor – Security system installation and HVAC Central.
- Rosien Towers – Installing new units and accessible parking spaces for 504/ADA.
- Elmwood Manor – Installing 504/ADA units, install kitchen cabinets wall and base with pulls for 504/ADA compliance, and new common area kitchen cabinets.

- Pinewood Manor – Install kitchen pulls for 504/ADA and new automatic entrance doors.
- Town & Garden – New parking pre-cast bumpers and replace concrete driveways, sidewalks, and steps.
- Scattered Sites – Install handrails to buildings and sidewalks for 504/ADA compliance, insulate basements.

Proposal responses shall be submitted in triplicate and must address the following evaluation factors, listed with their relative importance, which will be the basis of ranking the responding firm/individual:

1. Evidence of the Architect/Engineer’s ability to perform the work, as demonstrated by profiles of the principals and key staff; professional and technical competence and years of experience, as well as a description and location of their facilities. Include a detailed description of your approach to each project and describe the steps you will take to ensure the successful completion of each project, **25%**.
2. Capability to provide professional services in a timely manner and past performance in terms of cost control, quality of work, and compliance with performance schedules as demonstrated through the provision of a minimum of three (3) client references (name, contact person, address & telephone number, with a description of services provided) for similar projects within the last three years, **20%**.
3. Price proposal, **20%**
4. Evidence that the Architect/Engineer/Firm or Individual is currently licensed and registered in the State of Michigan, **0%**. (**LACK OF EVIDENCE OF LICENSING AND REGISTRATION IN MICHIGAN WILL AUTOMATICALLY DISQUALIFY THE PROPOSER. PLEASE PROVIDE PHOTOCOPIES OF ALL REQUESTED DOCUMENTS**).
5. Demonstrated knowledge of local and/or state codes, federal standards or other regulatory agency’s criteria having jurisdiction over the project, **15%**.
6. Certified statement that the Architect/Engineer/Firm or Individual is not debarred, suspended or otherwise prohibited from professional practice by any Federal, State or local agency, **10%**.
7. Evidence of ability and willingness to comply with HUD’s regulations in 24 CFR Part 135 which implement Section 3 requirement, **10%**.

After respondents have been ranked on the above criteria, the Saginaw Housing Commission shall invite the first ranked firm/individual to submit a written comprehensive proposal, subject to negotiation, to cover the specific services to be provided, time and order of services, staffing

requirements, areas of responsibility and liability. If negotiations fail to result in a mutually acceptable agreement with the first ranked firm/individual, the Saginaw Housing Commission shall follow the same procedure with the second and, if needed, the third ranked firm until it obtains an agreement with the most qualified firm (or firms) at a fair and reasonable cost.

Form HUD-51915, AGREEMENT BETWEEN OWNER AND DESIGN PROFESSIONAL, as modified, will be the form of the contract to be used for this project, a copy of which may be examined at the offices of the Saginaw Housing Commission during regular business hours.

Interested firms or individuals shall respond to this RFQ by 3:00 p.m. local time on Monday, February 8, 2010, to the following address by mail or hand delivery to:

Saginaw Housing Commission
Kristi Jackson
Architect/Engineering Services RFQ #10-05
1803 Norman Street
Saginaw, Michigan 48601

SAGINAW HOUSING COMMISSION

NON-COLLUSIVE AFFIDAVIT

State of

County of

_____, being first duly sworn, deposes and states:

That he/she is _____,
(a partner or officer of the firm of, etc.)

the party making the foregoing proposal of bid, that such proposal or bid is genuine and non-collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Saginaw Housing Commission or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signature of:

Bidder, if bidder is an individual;

Partner, if the bidder is a partnership;

Officer, if the bidder is a corporation.

Subscribed and sworn to before me this _____ day of _____, 20____

_____, My Commission expires _____, 20 ____

SAGINAW HOUSING COMMISSION

CERTIFICATE OF NON-DEBARMENT

I, _____ hereby certify that

_____ nor any of it's
(name of the firm)

officers or principals are not now, nor ever have been, debarred, suspended or otherwise prohibited from providing goods and services by any Federal, State or Local Agency.

Signature: _____

Bidder, if the bidder is an individual;

Partner, if the bidder is a partnership;

Officer, if the bidder is a corporation.

Subscribed and sworn to before me this _____ day of _____, 20____

_____, My Commission expires _____, 20____