



Request for Qualifications Design-Build Services for Commercial Property Improvements

Summary

The Texas State Affordable Housing Corporation (the “Corporation”) is seeking the services of office space planners, architects and contractors to complete renovations to the Corporation’s new offices. This request for qualifications (RFQ) provides further details for the planned improvements that the Corporation is seeking to complete for its future offices to be located at 6701 Shirley Avenue, Austin, Texas 78756.

This RFQ has been amended from the version posted in October 2018. The deadline for responses has been extended until Friday at 12:00 noon on January 4th, 2019. The budget for renovations has also been removed from the RFQ, but Applicants should note that an estimate of total costs and budget will be a metric in the Corporation’s review and selection process.

The Corporation purchased an existing 10,140 sq. ft. single story warehouse located at 6701 Shirley Avenue, Austin, Texas 78756. The building is not occupied and requires a complete remodel to provide offices, conference rooms, training rooms and other facilities for the operations of the Corporation. We expect to select a design/build team through this process by February 1, 2019 and begin planning, permitting and construction activities in 2019. A scope of work is included at the end of this RFQ.

Corporation Background

The Corporation is a self-sustaining non-profit entity whose mission is to facilitate the provision of affordable housing for low-income Texans who do not have access to comparable housing options through conventional financial channels. Enabling legislation, as amended, is found in the Texas Government Code, Chapter 2306, Subchapter Y, Sections 2306.551 et seq. All operations of the Corporation are conducted within the State of Texas. The Corporation’s offices are located in Austin, Texas.

Design/Build Services

Applicants can be any combination of office planner, builder, general contractor, architect or other similar professional fields that apply jointly to complete all of the services described in this RFQ. Applicants should read the entire RFQ before submitting a response to this RFQ.

Selection

The Corporation will approve Applicants based upon demonstrated competence, experience with projects of similar size and scope, and a proposed estimate of total or square foot costs. The Corporation will give priority to Applicants whose principal place of business is located in Texas and Applicants who are or whose response includes qualified Historically Underutilized Businesses (HUBs) or Minority Owned Businesses (MOBs). Refer to

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the Historically Underutilized Businesses (HUBs) or Minority Owned Businesses (MOBs) section below for more information.

The Corporation reserves the right to negotiate all elements of the Applicant's submission. The Corporation reserves the right for any reason to reject any and all responses and to re-solicit.

This RFQ does not commit the Corporation to award a contract to any Applicant or to pay any costs incurred in the preparation or mailing of an Applicant's response (the "Response") or in participating in this RFQ process. The Corporation reserves the right to waive minor deficiencies and informalities if, in the judgment of the Corporation, its best interest will be served.

In addition, the Corporation reserves the right to obtain information concerning any or all Applicants from all sources, and to request an oral presentation from any or all Applicants. In addition, the Corporation expressly reserves the right to negotiate with some, all, or none of the Applicants with respect to any term or terms of the Responses or contracts.

Responses that do not comply with the conditions specified in this RFQ may be rejected. The Corporation also may reject a Response that does not include all requested information. The Corporation reserves the right not to utilize the services of any selected Applicant's firm or to terminate any selected Applicant without cause and without penalty. The Corporation reserves the right to select an Applicant for specific purposes or for any combination of specific purposes and to defer the selection of any Applicant to a time of the Corporation is choosing.

Approvals

After the Corporation's staff has reviewed all submissions, a meeting of the President, Executive Vice President and Chief Financial Officer shall be held to select a final Applicant. The Corporation will notify Applicants in writing of the Corporation's decision.

Historically Underutilized Businesses (HUBs) or Minority Owned Businesses (MOBs)

Applicant shall make a good faith effort to utilize HUBs and MOBs in contracts for construction services. Applicant may contract directly with HUBs or MOBs, or indirectly through subcontracting opportunities. Refer to <https://comptroller.texas.gov/purchasing/vendor/hub/> to conduct searches for HUBs/MOBs.

Applicant will be expected to:

- Prepare and distribute information on subcontracting opportunities in a manner that encourages participation by all businesses;

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- Divide proposed work products into reasonable lots in keeping with industry standards and competitive bid practices;
- Where feasible, establish bond and insurance requirements and design requirements that reasonably permit more than one business to perform the work; and
- Specify reasonable delivery schedules and ensure that specifications do not impose unreasonable or unnecessary contract requirements.

Insurance

Prior to beginning the Project, the Applicant shall furnish the Corporation with certificates of insurance in the amounts listed below:

- Workers' Compensation and Employers' Liability Coverage with limits consistent with statutory benefits outlined in the Texas Workers' Compensation Act (Art. 8308-1.01 et seq. Tex. Rev. Civ. Stat.) and minimum policy limits for employers' liability of \$1,000,000 bodily injury each accident, \$1,000,000 bodily injury by disease policy limit, and \$1,000,000 bodily injury by disease for each employee. The policy shall apply to the State of Texas.
- Commercial General Liability Insurance with minimum bodily injury and property damage per occurrence limit of \$1,000,000 for coverages A and B. Commercial General Liability Insurance coverage shall include Contingent Liability, Contractual Liability, and Completed Operations and Products Liability (each on a per occurrence basis), with Personal Injury Coverage and broad form Property Damage. The XCU exclusion relating to Explosion, Collapse and Underground Property Damage must be removed. Completed Operations Liability insurance shall be kept in force for at least two (2) years after the Project is completed. The policy shall contain the following provisions:
 - Blanket contractual liability coverage for liability assumed under all contracts relative to this project
 - Completed Operations/Product Liability
 - Independent Contractors coverage
 - The Corporation listed as an additional insured, endorsement CG-2010
 - Thirty (30) day Notice of Cancellation in favor of the Corporation, endorsement CG-205.
 - Business Automotive Liability Insurance for all owned, non-owned, and hired vehicles with a minimum combined single limit of \$1,000,000 per occurrence for bodily injury and property damage.

The policy shall contain the following endorsements in favor of the Corporation:

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- Waiver of Subrogation endorsement TE 2046A
- Thirty (30) day Notice of Cancellation endorsement TE 0202A
- Additional Insured endorsement TE 9901B
- Builders Risk Insurance Coverage should be included in Construction costs and the Corporation named as an additional insured.
- Excess Liability (Umbrella Form): If insurance policies are not written for amounts specified above, Contractor shall carry Umbrella or Excess Liability Insurance for any differences in amounts specified. If Excess Liability Insurance is provided, it shall follow the form of the primary coverage.

Bonding

Applicant and/or Applicant's contractors must have the capability to obtain a payment and performance bond not less than \$1 million. A bid bond or other acceptable proof and cost of bonding for the Applicant should be included with their response.

Release of Submissions and Proprietary Information

If an Applicant submits proprietary information that should not be publicly disclosed, the proprietary information must be clearly identified at the time of submission. If an Applicant fails to identify proprietary information, all information in the submission will be deemed non-proprietary and will be made available upon request pursuant to the Public Information Act after the review process has been completed.

Indemnification

All Applicants must agree to indemnify, defend and hold harmless the Corporation and its directors, officers, agents and employees from any and all claims and losses accruing or resulting from the Applicant's performing professional services for the Corporation.

Federal, State and Local Requirements

Approved Applicants are responsible for both federal and state unemployment insurance coverage and standard workers' compensation insurance coverage. Applicants must comply with all federal and state tax laws and withholding requirements. The Corporation will not be liable to an Applicant or its employees for any unemployment or workers' compensation coverage or federal and state tax withholding requirements. Applicants shall indemnify the Corporation and pay to the Corporation any costs, penalties or loss whatsoever occasioned by Applicant's omission or breach of this section.

Conflict of Interest

Although the Applicant will be an independent contractor for the Corporation and not an employee of the Corporation, to avoid all possibility of conflicts of interest, all Applicants must certify that none of the owners,

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officers, or stockholders of the company and none of their families are related within the third degree of consanguinity or the second degree of affinity to any Corporation employee or any member of the Corporation's Board of Directors.

Submissions

The Corporation requests that responses to this request for qualifications be submitted via email on or before 5 pm (CST) Friday, January 4, 2019, with the intention of selecting a Design/Build team no later than February 1, 2019. All submissions should be emailed in PDF format to David Danenfelzer at: ddanenfelzer@tsahc.org. If you prefer to deliver a PDF copy in a USB drive, please address it to David Danenfelzer at: 2200 East MLK Jr. Blvd., Austin, Texas 78702. Any deliveries must be submitted no later than 5 pm, Friday, January 4, 2019.

If you would like to inspect the building prior to submitting a proposal, please contact David Danenfelzer at ddanenfelzer@tsahc.org, or James Matias at jmatias@tsahc.org. Applicants may contact David Danenfelzer at ddanenfelzer@tsahc.org or by phone at 512-477-3562 to ask questions and request clarification of any details included in this RFQ.

Applicants should submit an electronic file in PDF format that includes the following information.

- The name, address and other identifying information about the Applicant or Applicants submitting the response to this RFQ.
- The names and brief resumes of the primary contacts who will be assigned to the project and the primary responsibilities assigned to each person. Be sure to include the location of the office that will perform contracted services.
- If the Applicant plans to subcontract any of the services required to be provided, please indicate which services, if any, will be subcontracted. Also, if known, indicate which services will be subcontracted to Historically Underutilized Businesses (HUBs) or Minority Owned Businesses (MOBs) and indicate what percentage of total costs these comprise.
- All Applicants must submit evidence of authorization to do business in Texas. Please submit your current certification of corporate status from the Texas Secretary of State and certificate of account status from the Texas Comptroller of Public Accounts.
- Please provide a list of at least three current or former clients (within the past 2 years) that the Corporation can contact concerning Applicant's experience. Include name, address, telephone number, and email address.

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- Please provide information (photos, write-ups, scopes of work, etc. on two or more projects of similar scope and style as the one being proposed in this RFQ.
- A copy of the Applicant's bid bond for a payment and performance bond no less than \$1 million, from the Applicant's insurance or bond provider. All payment and performance bonds must be made on standard AIA forms.
- Include any other information that will be helpful to the Corporation in making its decision.

Scope of Work

The Scope of Work included below is not to be considered the final details, design standard or specification for contracting purposes. This scope of work gives a general overview of the Corporation's needs and wishes for the office renovations at 6701 Shirley.

Structural

Foundation repairs: A portion of the foundation needs to be leveled and stabilized. The Corporation has received structural engineering reports on this issue and is happy to provide this information to applicants.

Plumbing and Mechanical

HVAC: New HVAC systems will be required to meet the needs of an office location. Applicants should estimate the cooling/heating loads on the building based on its location and other factors in this scope of work, to determine a reasonable estimate for new cooling and heating equipment. The Corporation would favor an all electrical cooling and heating system over one with natural gas.

Bathrooms: We estimate that there is a need for at least five (5) single stall restrooms for our staffing and guest needs. Each restroom will be a unisex facility with sink and toilet. One restroom will include a walk-in shower. All restrooms will be accessible in design to meet both City of Austin and the Americans with Disabilities Act requirements.

Water Heater: The building will require the installation of a water heater. On demand systems would be preferred for their energy savings, though Energy Star certified tank units will be considered, if priced competitively.

Electrical System: While the Corporation does not have an estimate for its total electrical needs, access to electrical panels should be within the interior of the building and located in a space that is easily accessible by staff and maintenance professionals. If sub-panels are required for code purposes, they should also be in accessible areas. Plans should be made in the initial design phase for the future addition of a solar PV system.

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Data Cabling: The copy/mail room, each conference room, the board room and each office should have at least one hardwired data and phone outlet. Applicant will be responsible for including cabling and installation for all areas back to the building server room.

Exterior

Parking Lot: The parking lot will need to be resurfaced, restriped and new tire stops installed in a pattern that maximizes the total number of parking spots. We also feel that one of the curb cuts/auto entrances to the lot can be closed in order to create more parking and to make movement through the parking lot more efficient. At least two accessible parking spots will need to be added and striped to City of Austin requirements.

Sidewalks: We anticipate needing to add sidewalks along the perimeter of the lots. The sidewalk should be built to City of Austin code standards. A vegetative border on both sides of the sidewalk is desirable, but cost may be a consideration here.

Landscaping: Minimal landscaping is currently in place at the site. We would like to see some additional exterior green space for trees or other plantings. Cost will be a consideration in this request.

Fencing: The fence along the eastside of the building, which is along the property line, appears sufficient at this time. Additional fencing along the north side of the building may be added, and if possible, this area could be used for HVAC and mechanical systems.

Roofing: The roof will need to be replaced in its entirety. Changes to the intersections of roof lines in order to eliminate troughs or V-shaped areas is required to reduce leak risks. Panelized and insulated material are highly desired, and consideration for future solar photovoltaic systems is important.

Exterior Walls/Sheathing: All exterior walls for the structure are to be replaced. New materials will be considered for their energy efficiency and aesthetic properties. A color pallet will be developed with the applicant awarded this contract.

Trash/Waste Removal: The property has two loading docks on the south side of the building (along Gaylor Street) and the one furthest east should be considered for the location for dumpster, recycling and other waste storage. The Corporation will coordinate after construction is complete for waste services at the site. Applicant and/or applicant's contractors will be responsible for storage and removal of construction related debris and waste.

Signs: This item will need to be discussed with the Applicant chosen. If space is available for a monument style sign, this may be included in contract.

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Interior

Board/Training Room: The Corporation requires a board/training room for approximately 50 persons. We estimate this space will take up 1,200 to 1,500 sf of the interior space. If feasible, including flexible room dividers in order to create one or more smaller conference rooms from the larger board/training room is desired.

Offices: At least 35 enclosed offices are required to meet current and projected staffing needs. Offices should be at least 100 sf large with walls that can support mounted or modular office furniture systems. Doors to offices should be solid (no windows), but raised windows (at least 6.5 ft. above floor level) should be considered to allow natural light to enter office space.

Server Room: The Corporation's server rack requires at least a 6ft by 6ft space within an air-conditioned enclosed space. The total room size should also accommodate storage shelves or cabinet for extra computer equipment, phone systems, and other IT materials. The minimum size of the server room should be 120 sf.

Copy/Mail Room: A room sized at least 12 ft. by 24 ft. with 220v electrical and data connections will be used as a combination printer center and mail room. A double door entry for this space would be beneficial for larger items that may be taken into or out of the room.

Entry: A reception area of at least 200 sf should be located at the entry of the building. Enough space should be included here for a receptionist desk, couch and chairs for visitors. This area will also be used for mail and package delivery services.

Executive Offices: At least three larger offices will be included in the floor plan. Each should be insulated to ensure sound proofing from neighboring offices and provide some additional space for secure file storage. Each executive office should also have locking door handles.

Raised Office Area: The Corporation does believe that in the taller section of the building it may be feasible to build out offices above first floor office areas. Maximum utilization of these raised spaces is highly desired.

Windows: Additional windows on each side of the structure are desired to increase the amount of natural lighting in interior spaces. Existing garage doors may be converted to "windowed walls" though they should not be operable doorways.

Cost Saving Ideas: As a nonprofit the Corporation desires to maximize cost savings while also reaching our design goals. Here are some ideas we have used on previous projects to create cost savings.

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1. The Corporation is a nonprofit entity with the ability to purchase materials exempt from sales taxes. We are interested in creating a purchase order system with the Applicants and their suppliers so that the Corporation can pay for supplies directly and ensure sales tax savings are maximized.
2. Whenever possible, retail outlets that provide access to commercial grade equipment (electrical outlets, lighting, plumbing materials, hardware, appliances, etc.) should be considered. The Corporation also has purchase agreements through several local and national hardware suppliers in the Austin market.