



Request for Qualifications Planning and Architectural Services for a Multifamily Development

Summary

The Texas State Affordable Housing Corporation (“TSAHC”) is seeking the services of an Architectural/Engineering Firm (A/E Firm) to plan and design a new 30-unit+ affordable multifamily condominium project to be located at 1910 East MLK Jr. Blvd., Austin, Texas 78702.

Timeline

TSAHC will accept responses to this RFQ until 5:00 PM CST on Friday, March 10, 2023. TSAHC retains the right to extend the submission deadline and selection period depending on responses to the RFQ. The selected A/E Firm will enter into a contract to perform the services outlined below. TSAHC reserves the right to select more than one A/E Firm to best meet all of the goals outlined in the Scope of Work.

Communications with TSAHC

All questions and communications concerning the RFQ must be submitted to Michael Wilt, TSAHC’s designated point of contact, via email at mwilt@tsahc.org.

To protect the integrity of the RFQ process, potential A/E Firms may not contact TSAHC’s staff and Board of Directors Members (“Board Members”) regarding issues or questions pertaining to this RFQ. This contact limitation period begins when the RFQ is made available and continues through the selection process. If a potential A/E Firm contacts a staff member or Board Member with an issue or question pertaining to the RFQ, that staff member or Board Member shall not discuss the RFQ and shall forward the inquiry to the designated point of contact. TSAHC reserves the right to disqualify submissions from A/E Firms that fail to adhere to this contact limitation policy

About TSAHC

TSAHC is a 501(c)(3) nonprofit organization created at the direction of the Texas Legislature to serve as a self-sustaining, statewide affordable housing provider.

TSAHC’s mission is to meet the housing needs of underserved Texans through innovative programs and solutions. We are driven by a shared belief that every Texan deserves the opportunity to live in safe, decent and affordable housing.

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A five-member Board of Directors appointed by the Texas Governor oversees the policies and business of TSAHC.

Objective/Needs

TSAHC is planning to redevelop its property at 1910 East MLK Jr. Blvd., Austin, Texas into a 30+ unit affordable housing complex. We are seeking architectural/engineering design services including, but not limited to, site plan development, consulting, promotion services and to represent TSAHC's interests during the concept validation, schematic design, design development, construction documents, bidding, construction, and close out phases.

TSAHC has already received a yield analysis for the site based on current zoning and potential use of the City of Austin's Affordability Unlocked ordinance. The yield study determined that a total of 30 units, averaging 750 square feet per unit, was feasible based on zoning and local ordinances. TSAHC also requests one parking space per housing unit, and minimal commercial or retail space, only if required by ordinance.

At this time, TSAHC is leaning towards a for-sale condominium project but may consider a rental project and is seeking a design that is adaptable for either use along with A/E Firm's guidance on the best use based on development costs and permitting requirements. A/E Firms must be licensed architects and/or engineers with sufficient experience and capacity to complete all the services described in this RFQ. A/E Firms should read the entire RFQ before submitting a response.

Submissions

TSAHC requests that responses to this request for qualifications be submitted via email on or before 5 pm (CST) Friday, March 10, 2023, with the intention of selecting an A/E Firm no later than April 7, 2023. All submissions should be emailed in PDF format to ACTinfo@tsahc.org. If you prefer to deliver a PDF copy in a USB drive, please address it to ACT Land Bank Program, 6701 Shirley Ave., Austin, Texas 78752. Any deliveries must be submitted no later than 5 pm, Friday, March 10, 2023.

If you would like to inspect the site prior to submitting a proposal, please contact program staff at ACTinfo@tsahc.org. A/E Firms may contact Michael Wilt at mwilt@tsahc.org or by phone at 512-334-2157 to ask questions and request clarification of any details included in this RFQ.

Submission, in PDF format, must include the following:

- A cover letter with the name, address and other identifying information about the A/E Firm or A/E Firms 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.

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- If the A/E Firm 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 A/E Firms 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 client references (within the past 2 years). Include names, physical and mailing addresses, telephone numbers, and email addresses.
- 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.
- Include any other information that will be helpful to TSAHC in making its decision.

Cost Proposal

A/E Firms must provide an itemized list of charges and services for each phase of the project. In addition, the proposal should include any anticipated additional services that would incur fees not included in a specific phase. Please provide a fee or cost estimate for the following phases.

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| Building and Site Plan Concept Development (Lump Sum): | \$ _____ |
| Schematic Design and Permit Set: | \$ _____ |
| Assistance with Contractor Selection: | \$ _____ |
| Construction Documentation: | \$ _____ |
| Construction Administration: | \$ _____ |
| Total: | \$ _____ |

Reimbursable costs will be limited to printed costs associated with external distribution, special postage and handling charges, renderings, mock-ups, and presentation materials requested by TSAHC. These costs will be allowed at face value excluding any mark-up. All other reimbursable costs are to be included in the lump sum cost proposal.

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Review and Selection

A panel of TSAHC staff will review all responses based upon the below scoring criteria and will make a recommendation to TSAHC's President, Executive Vice President and Chief Financial Officer. TSAHC's President will make the final selection.

Scoring Criteria:

- Demonstrated competence, experience, knowledge and qualifications providing the services included in this RFQ;
- Proposed costs for executing these services;
- Experience working with similar organizations and/or on similar developments; and
- Inclusion of Historically Underutilized Businesses (HUBs) and/or Minority Owned Businesses (MOBs) in the proposal.

All things being equal, preference will be given to A/E Firms that include HUB and/or MOB participation.

TSAHC reserves the right to negotiate all elements of the A/E Firm's submission. This RFQ does not commit TSAHC to award a contract to any A/E Firm or to pay any costs incurred in the preparation or mailing of an A/E Firm's response or in participating in this RFQ process. TSAHC reserves the right to waive minor deficiencies and informalities if, in the judgment of TSAHC, its best interest will be served.

In addition, TSAHC reserves the right to obtain information concerning any or all A/E Firms from all sources, and to request an oral presentation from any or all A/E Firms. In addition, TSAHC expressly reserves the right to negotiate with some, all, or none of the A/E Firms 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. TSAHC also may reject a response that does not include all requested information. TSAHC reserves the right not to utilize the services of any selected A/E Firm's firm or to terminate any selected A/E Firm without cause and without penalty. TSAHC reserves the right to select an A/E Firm for specific purposes or for any combination of specific purposes and to defer the selection of any A/E Firm to a time of TSAHC's choosing.

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

A/E Firm shall make a good faith effort to utilize HUBs and MOBs in contracts for construction services. A/E Firms 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.

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A/E Firm will be expected to:

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

Release of Submissions and Proprietary Information

If an A/E Firm submits proprietary information that should not be publicly disclosed, the proprietary information must be clearly identified at the time of submission. If an A/E Firm 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 A/E Firms must agree to indemnify, defend and hold harmless TSAHC and its directors, officers, agents and employees from any and all claims and losses accruing or resulting from the A/E Firm's performing professional services for TSAHC.

Federal, State and Local Requirements

The approved A/E Firm is responsible for both federal and state unemployment insurance coverage and standard workers' compensation insurance coverage. A/E Firms must comply with all federal and state tax laws and withholding requirements. TSAHC will not be liable to an A/E Firm or its employees for any unemployment or workers' compensation coverage or federal and state tax withholding requirements. A/E Firms shall indemnify TSAHC and pay to TSAHC any costs, penalties or loss whatsoever occasioned by A/E Firm's omission or breach of this section.

Conflict of Interest

In order to avoid all possibility of conflicts of interest, all A/E Firms must certify that none of the owners, officers, or stockholders of the company and none of their families are related within the third degree of consanguinity or

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the second degree of affinity to any TSAHC employee or any member of TSAHC's Board of Directors. The A/E Firm will be an independent contractor for TSAHC and not an employee of TSAHC.

Scope of Work

TSAHC requests that the selected A/E Firm provide all professional services:

- Three (3) preliminary schematic design options;
- Written review-to-date and development of Basis of Design documentation for inclusion in the construction document package;
- A formal feasibility assessment that includes the viability of LEED or City of Austin Green Building certification;
- Design development drawings (50%) for the selected schematic design;
- A construction cost estimate based upon the design development drawings;
- An updated code analysis-based upon the schematic design, and the Architect's further space planning to determine any and all fire protection requirements, exiting requirements, and additional load requirements for the building;
- A progress meeting at TSAHC's office midway between completed design development and completion of the construction documents with presentation of a mid-design revision of the construction cost estimate;
- 95% construction documents ready for final review by TSAHC and its agents and the necessary communications and documentation to complete desired and required revisions;
- Dimensioned, final 100% construction documents, construction schedules, and specifications necessary for the completed build-out;
- A construction cost estimate based upon the final construction documents, construction schedules, specifications necessary for the completed build-out;
- Upon completed build-out, updated construction drawings reflecting field changes and change orders to serve as the future facility As-Built drawings and supporting CADD files in a mutually agreed upon format to fit TSAHC's access needs;
- Periodic informed decision-making by TSAHC and its agents regarding overall project budget to shape the degree of build-out, material quality and component selection based upon the provided cost estimates;
- The development (by others) of Bid Documents to be issued for the completed facility;
- Site Plan and construction permit review and approval oversight; and
- Accurate zoning compliance and use & occupancy review.

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General Requirements

The A/E Firm shall be responsible for the professional quality, technical accuracy, and the coordination of the engineering and design work; construction documents shall be signed and “sealed” by the responsible registered professional architect(s) and engineer(s).

The A/E Firm shall coordinate with the appropriate public utility companies and commissions to prepare connection designs according to the applicable guidelines. Submissions shall be prepared (and revised and resubmitted, if necessary) for securing approvals, class of service, permits, and service hook-ups.

The work shall comply with all applicable City of Austin codes and regulations; and applicable utility provider, construction industry and ASHRAE standards, requirements, and guidelines.

The work shall conform with the “to be established” project budget and scope, once finalized, throughout the planning, design, and construction phases.

The A/E Firm shall make site visits, attend meetings, produce meeting minutes, make presentations, utilize the services of consultants, and submit required deliverables as necessary to execute specific parts of the work described herein and in the contract and the Scope of Work for the project. The A/E Firm will be available to perform optional construction phase services at the agreed upon rate, if so requested by TSAHC.