



Attachment A

RFQ NO: 2021-1008

Statement of Work: Qualified Architects and Architecture Firms

SCOPE OF SERVICES

The Housing Authority of Covington (HAC) is seeking Requests for Qualifications (RFQ) proposals from qualified, licensed, and insured Firms to provide the following Architectural Services for projects of various scopes and sizes at properties and communities within Kenton County, Kentucky. Services will include, but are not limited to assessment, planning, design, rehabilitation/modernization, and new construction of residential housing communities and commercial properties with the goal to be an asset to Kenton County.

In addition, HAC will also be seeking Engineering Services under a separate RFQ for primarily singular disciplined projects. For clarity, if a project is multi-disciplined the work will typically fall under the Architectural Services RFQ. The selected Architectural Design Professionals shall engage and coordinate the services of specialty sub-consultants as needed. The Architectural Design Professional will have the sole discretion to use their own sub-consultants as long as they are not debarred or suspended from doing HUD work or if desired use firms from HAC's Engineering Services RFQ.

HAC operates and manages its housing communities and scattered site properties to provide decent, safe, sanitary and affordable housing to low income families. HAC has 894 apartments along with administration, maintenance and purchasing department buildings.

- City Heights- 366
- Latonia Terrace- 235
- Golden Tower- 155
- Emery Drive- 69
- Academy Flats- 26
- New Site Properties- 19
- Eastside Revitalization I-24

- 1.1 Method of Award (Contract/ Purchase Order):** HAC will retain the right to contract with any of the responsive and responsible proposers as a result of this RFQ.
- 1.1.1** HAC intends to create an inventory (or “Pool”) of Firms to provide Architectural Services. The Pool will consist of various Firms which will be available on an as- needed basis to provide Services as requested by HAC and the actual number of participants chosen will depend on the number of qualified proposals received. Selection as a participant of the Pool is not a guaranty of the type or amount of assignments for which a participant may be selected as there will be no guaranteed minimum or maximum amount of work awarded. HAC will determine the number of assignments any firm will be given at any given time or duration.
- 1.1.2** Proposers selected to participate in the Pool will be assigned work at the discretion of HAC who will attempt to match each design assignment to the Pool Participant best suited for a given task. This will be determined at HAC’s sole discretion taking into consideration the scope of work, the quality of work, firm availability, manpower, timelines/ schedules and other items of importance.
- 1.1.3** If the Pool Participant is available to do the work within the reasonable time-frame HAC has established, for that work; then HAC shall, in conformance with all HUD requirements, attempt to negotiate a reasonable cost with the available firm. If such negotiations cannot be successfully concluded within 10 business days or another time initially determined by HAC due to a complex assignment, HAC shall retain the right to suspend negotiations with that firm and proceed to another proposer. Once HAC has ended negotiations with the first firm selected for a given assignment, HAC SHALL NOT again enter into negotiations with that firm pertaining to that assignment. However, this shall not affect that firm’s selection for any future work. HAC will then proceed to the next proposer most suited to the task and repeat the same negotiation process. The process will be repeated by HAC until HAC has successfully negotiated a reasonable cost.
- 1.1.4** In some cases depending on project size, complexity, and known firm availability, HAC may request the specific work assignment to be evaluated by more than one Pool Participate. In this case negotiations start with the Pool Participate with the best proposal for that assignment.
- 1.1.5** Individual Pool Participants(s) are not expected to have expertise in all areas in which HAC may need assistance. Rather, it is intended that the Pool be balanced, consisting of numerous participants with varying ranges of expertise. Pool Participants may be asked to perform some or all of the activities described in the Scope of General Services.
- 1.1.6** HAC reserves the right to conduct additional Requests for Qualifications for specific projects that HAC, at its sole discretion, determines require specific Architectural experience or qualifications that may, or may not, be evident within the Pool.
- 1.1.7** Time frames will be established by HAC to meet project and funding requirements. HAC will work with the firms when possible to establish a mutually beneficial project time period.
- 1.1.8** Contracts or Purchase Orders are typically in the \$10,000 to \$50,000 range, but can be from a few hundred dollars up to \$100,000 or more depending on the scope of the project.

- 2.1 Contract Term:** HAC intends to enter into one year contracts with the option, at HAC's sole discretion, to extend four one-year contracts with the successful proposer(s) selected to provide the services.
- 3.1 Indefinite Quantities Contract (IQC):** HAC does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFQ, but will reserve the right to award work on an as-needed basis.
- 3.1.1** No fees shall be discussed or proposed, either verbally or in writing, during the RFQ competitive solicitation process. HAC will negotiate such fees with the top-rated proposer(s) per each project assignment.
- 3.1.2** The ensuing contract will be an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires HAC to award the responsive and responsible Firm(s) a Guaranteed Contract Minimum Amount (GCMA) and Not-To-Exceed Maximum Contract Amount (NMCA) of work, those required minimum and maximum contract levels are: (a) GCMA: \$1; (b) NMCA: \$500,000 annually. HAC reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.
- 4.1 Scope of General Services:** Services will include, but are not limited to, typical Architectural Services pertaining to:
- 4.1.1** Architectural design and general engineering for predevelopment, rehabilitation/modernization and new construction to include single, multi-family residential and commercial structures as well as high rise, buildings with elevators (4 or more stories). Upgrades to interior and exterior components of the buildings;
- 4.1.2** Site Plans and Site Planning;
- 4.1.3** Landscape Architecture;
- 4.1.4** Green Building Initiatives;
- 4.1.5** Environmental Review;
- 4.1.6** Physical Needs Assessment. Code compliance reviews and life cycle analysis or service life of built environments. (The goal is to produce buildings which need minimal attention over the next 20 years);
- 4.1.7** Rehabilitation of fire, water, mold, and wind damaged properties;
- 4.1.8** Cost Estimating and Value Engineering;
- 4.1.9** Development of drawings and specifications;
- 4.1.10** Bidding Support Services;
- 4.1.11** Construction Contract Administration and/or Management Support Services;
- 4.1.12** Other typical services deemed appropriate by HAC.

5.1 Phases of the Architecture Services Shall Consist of: Projects depending on size and scope may be broken out into multiple phases. HAC's Construction Manager or Procurement Officer may perform some of the Phases or Activities within 5.1.4 to 5.1.6 rather than the selected Design Professional(s). This will be determined on a project by project basis.

5.1.1 Schematic Design/Preliminary Study Phase

Drawings and specifications are to be 30% complete.

5.1.2 Design Development Phase

Drawings and specifications are to be 80% complete.

5.1.3 Construction Contract Document Phase

Drawings and specifications are to be 100% complete to be used in a procurement package.

5.1.4 Bidding and Award Phase

5.1.5 Construction Phase which could include inspections, submittal review, RFI responses, etc.

5.1.6 Post Completion/Warranty Phase

6.1 Additional Services to be Provided: In addition to those services noted above. HAC will determine for each assignment if all or part of these services will be included in the contract or purchase order.

6.1.1 Specify details of design delivery and/or performance in each individual Contract or Purchase Order.

6.1.2 Interact and coordinate the design development with selected HAC staff and also residents if required.

6.1.3 HAC's Construction Manager along with other HAC staff, if needed, will conduct 30%, 80% and final reviews of the schematic design and contract documents for the procurement packages. The Design Professional is to allow 10 days for each review unless approved by HAC. The Design Professional is to attend a review meeting at the conclusion of each review period and make modifications where needed. Additional meetings may be scheduled as necessary through the course of the project.

6.1.4 Attend conferences involving matters related to design and construction of the project when and as deemed necessary by HAC.

6.1.5 Prepare a set of construction documents that will produce, with minimum changes, complete and usable facilities.

6.1.6 Provide adequate and proficient supervision throughout all design phases.

6.1.7 Provide detailed construction cost estimates. The estimates are to be provided at each review and modified as the project progresses. The estimate will be utilized to adjust project scope and ensure the project remains within budget.

6.1.8 Respond to all inquiries (RFI's) and prepare any addenda during the procurement phase. HAC will conduct the public bid opening. Consultant may attend at their option.

- 6.1.9 Apply for all general building and zoning permits for assigned projects and shall pay the permit application fee. The construction contractor shall pay the general building permit and zoning fee. Plumbing, electrical or other related permits shall be obtained by the construction contractor or their sub-contractors. The consultant shall respond to all questions and provide revisions as required by the building department to obtain all permits.
 - 6.1.10 Respond to RFI's and review submittals in the specified time frame as determined by HAC in the negotiation phase (i.e. 3 days, 5 days, etc.) Provide assistance during construction including: RFI response, submittal review, resolving technical issues, and errors and omissions and claims.
 - 6.1.11 Provide Construction administration assuring timeliness of the work, review and monitor the construction schedule, change orders to be only owner initiated or for unforeseen circumstances and control overall construction costs.
 - 6.1.12 Prepare a detailed cost estimate and analysis of all proposed Construction Change Orders and prepare justifications for all requests. All change orders must be approved by the Executive Director and HAC Construction Manager and/or Procurement Officer prior to the change order work being performed. In addition, per HAC Procurement Policy, any change order, or the cumulative thereof, as a result of necessary additions or changes to a previously approved contract amount (firm, fixed price) that is 20% or higher than the original amount (regardless of cost) must receive Board approval.
 - 6.1.13 Prepare As-Built documents to reflect all modifications to drawings and specifications.
 - 6.1.14 Assist with the preparation of documents for tax credit applications and adhere to Kentucky Housing Corporation (KHC) requirements. HAC will submit LIHTC applications; the consultants shall assist by providing documents that are required to complete the application. Consultants may be required to provide information about their firm or staff as required by the lending agency to enable HAC to secure loans such as FHA loans.
 - 6.1.15 Assist with the preparation of documents for HUD Grant Applications or Programs.
- 7.1 Design Product:** The design product shall meet all State and Federal code requirements as well as all Covington/Kenton County of Kentucky Building Code requirements. The design shall conform will all applicable local codes, ordinances, regulations and standards, including HUD's Section 504 program; UFAS; ADA; and ANSI requirements. The design may also include coordination for abatement of hazardous materials as well as demolition of existing structures.
- 7.1.1 Design Professionals should have a good understanding of HUD rules and requirements.
 - 7.1.2 The Design Professional shall not require the use of materials, products or services that unduly restricts competition.
 - 7.1.3 For existing structures, AutoCAD drawings may not be available. All existing hard drawings and pdf or other electronic versions will be made available to the Design Professional.
 - 7.1.4 The design professional shall prepare construction procurement documents, in Auto- CAD format, after approval of the Schematic Design Documents.

7.1.5 The contract documents will become the property of HAC and will be used for all work under the contract or work order and may be used in the future by HAC on other projects outside of the original scope.

8.1 **Qualifications, Licensing & Certification:** The design professional(s) assigned shall be fully qualified and licensed as required by the jurisdiction in which the service is to be performed and the license shall be current and in good standing. Copies of the licenses and certifications shall be provided in the RFQ submission. Architects shall provide a Certificate of Authorization from the Kentucky Board of Architects and/or Kentucky Board of Landscape Architects. Registration of the firm as a business with the applicable Secretary of State shall be provided. Licenses are to remain current and in good standing throughout the term of the contract agreement and provided to HAC upon request.

9.1 **Product Quality Standard:** Contractor shall provide goods and/or services that meet or exceed acceptable and/or applicable industry, government or certifying agency standards and in all cases meet or exceed the requirements of HUD and HAC.