



REQUEST FOR PROPOSALS

June 8, 2020

**Brookstone Apartments Rehabilitation
Loveland, Colorado**

ARCHITECTURAL DESIGN SERVICES

**DUE DATE:
12:00 NOON
Tuesday, June 23, 2020**



**Notification
Architectural Design
Brookstone Apartments Rehabilitation**

The Loveland Housing Authority (LHA) is accepting Proposals from qualified architectural design firms for the design and construction of an extensive rehabilitation of a 72-unit family apartment development in Loveland, Colorado. Those firms interested in submitting a Proposal to provide full design, construction document and construction administration services must respond to a Request for Proposals (RFP).

Copies of the RFP are available on the Housing Authority's website at www.lovelandhousing.org, or by contacting the Director of Real Estate Development via email:

Darcy McClure
Director of Real Estate Development
Loveland Housing Authority
dmcclure@lovelandhousing.org
970-412-2400

All responses to the RFP must be submitted to the Loveland Housing Authority no later than 12:00 NOON, Tuesday, June 23, 2020. There will not be a formal bid opening.

No Pre-Proposal Conference is scheduled. Interested respondents are encouraged to visit the project site. Deadline for submitting questions related to the RFP is 5:00 p.m., Wednesday, June 17, 2020. A written addendum will be issued and posted to the LHA website to answer questions for all respondents.

After review of the Proposals, up to three (3) design teams will be invited to participate in formal interviews. "Virtual" remote interviews shall be conducted by the LHA Development Team and LHA Board members. After the interviews, the Board of Commissioners of the Loveland Housing Authority shall make an award to the most qualified firm and shall not be bound by the lowest service fee proposed. The Board of Commissioners may waive any irregularities and improprieties related to this offer as determined to be in the best interest of the Loveland Housing Authority.



Brookstone Apartments Rehabilitation Request for Proposals Architectural Design

GENERAL

The Loveland Housing Authority (LHA) is seeking a qualified Architectural Design Firm to assist LHA with the design and construction of an extensive rehabilitation of an existing 72-unit, 2-story family rental housing development, designed to serve moderate and low income households. LHA is the Owner and Developer for the Project and will continue to manage and maintain the facility upon completion.

PROPERTY IDENTIFICATION

The existing site is an approximate 7.75-acre parcel of land located in east Loveland at 2575 E. 1st Street. The proposed rehabilitation is consistent with the property's PUD zoning district (Pine Tree Village PUD), and no planning or land use approvals are anticipated beyond building permits. A site plan is included in the Appendix to this RFP.

The existing Brookstone Apartments development includes 72 units in 9 residential buildings of 2-story, 8-plex configurations built in a through-breezeway style, plus a single-story clubhouse building. The original construction was completed in two phases in 2000 and 2002. Unit mix is 48 2-BR/2-Bath and 24 3-BR/2-Bath units, and this mix will not change in the rehabilitation. Two Type A fully accessible units are included in the 72, with all remaining ground floor units initially designed and substantially constructed as Type B adaptable units. The site includes approximately 161 surface parking spaces, including 17 handicapped accessible spaces. Common amenities include a playground and other passive activity areas.

PROJECT DEFINITION

The intent of the LHA is to rehabilitate the existing 72-unit rental housing development to continue to meet the needs of income-qualified families, whose incomes range between 40% and 50% of the Area Median Income (AMI). The Project will be funded through the federally-sponsored 4% Low Income Housing Tax Credit (LIHTC) Program. Additional funding may be provided through a combination of City of Loveland fee waivers and other considerations, Federal and State grants, a long term commercial mortgage, and LHA equity.

The Scope of Work for the rehabilitation will include recommendations outlined in the Capital Needs Assessment (CNA) prepared by Partner Engineering and Science Inc., dated June 7, 2019. The Scope of Work described in the assessment is not all-encompassing. The selected Architect and General Contractor will work with LHA to develop a comprehensive and prioritized Scope of Work.

The planned Scope of Work includes both exterior building and interior unit rehabilitation work, as well as site work and landscaping improvements. It is intended that both the selected Architect and CM/GC shall assist the LHA in evaluating and prioritizing the Scope of Work items included in the

CNA, and make adjustments to the scope as appropriate. The CNA is attached in the Appendix of this RFP. (The CNA will be updated as a part of this Project, but by a separate third party contracted for by the LHA.)

Accessibility improvements to the buildings and site are included in the Scope of Work. The selected Architect and Design Team shall evaluate the proposed work items to confirm compliance with all current applicable accessibility standards and incorporate those improvements into the design and construction documents for the Project, whether specifically itemized in the CNA or not. This shall include a confirmation of the minimum number of Type A fully accessible units to meet U.S. Federal Accessibility Standards and Fair Housing requirements.

PROJECT DESIGN CHARACTERISTICS AND GOALS

Any exterior design improvements that are part of the rehabilitation design shall continue to complement the existing neighborhood and surrounding developments. The Loveland Housing Authority has established a legacy of encouraging creative design and innovation in construction in its development work. In support of this legacy, the LHA has established the following design goals for this Project:

1. Create an empowering and livable environment in both the exterior and interior spaces of the building, supporting the independent living of its residents;
2. Create an award winning architectural design solution;
3. Encourage innovation and cost-effective construction techniques and systems;
4. Initiate and maintain a construction schedule and process that is as least disruptive to the development's current residents and visitors as possible.

DESIGN AND CONSTRUCTION STANDARDS

The LHA has developed Design and Construction Standards to guide the Architect, design team, CM/GC and all subcontractors in the design and construction of our development projects. The Standards manual will be provided to the successful Architect and CM/GC upon contract award. It is the expectation of the LHA that these Standards will be complied with, unless specific variance request(s) are submitted to LHA in writing and approved.

DESIGN TEAM

This Request for Proposal is being offered for the selection of an Architect-led Design Team to complete the full design and construction documents for building permit approval, and to provide construction administration services for the Project. The selected Architectural Firm will be responsible for providing all necessary consultants and subconsultants as needed for the proposed Scope of Work, including but not limited to, civil, structural, mechanical/plumbing and electrical engineering, landscape architecture, site irrigation design and EGC/energy consulting.

A separate RFP will be released for the selection of a Construction Manager/General Contractor for the Project, with the intent that this firm will be contracted and available to provide pre-construction and cost estimating services through the design phases of the Project. The selected Architect and Design Team will be expected to coordinate the completion of their architectural and engineering designs and construction documents with the input of this CM/GC.

PROJECT TIMING

LHA intends to submit an application for 4% Low Income Housing Tax Credits by November 1, 2020. Scope confirmation and Schematic Design will be completed prior to this deadline, with preparation of full construction documents underway. The design schedule will allow for

adequate time for preparation of the required cost estimate prior to the LIHTC application.

The LIHTC application requires the following:

1. Site Control – The site must be owned by the Housing Authority, or the Authority must demonstrate through a real estate contract that it has the ability to “close” on the property following approval of the tax credit application. The Housing Authority has full ownership of the property;
2. Site Plan – the Architect must provide a site plan showing the location of the buildings, landscaping, parking, and site amenities;
3. Schematic Drawings – the Architect must provide overall building and unit floor plans for each building, as well as building elevations, and general exterior finish definition must also be provided;
4. Enterprise Green Communities Checklist – The tax credit allocation program in the State of Colorado adheres to the Enterprise Green Communities (EGC) Criteria, governing energy saving and conservation components which must be incorporated into the building design. As part of the initial application process, the Architect, working with the Housing Authority, must identify those energy saving/conservation components and document the intent of the design to incorporate those features;
5. Construction Manager/General Contractor Estimate – an independent CM/GC must take the Schematic Drawings and Site Plan and prepare a preliminary estimate for all construction costs anticipated, provided in the CHFA-approved format.

It is anticipated that the tax credit approval process may take approximately 90 days. Should the Project not be approved upon the initial application, a new application may be submitted in 2021, on a schedule to be determined by the Colorado Housing and Finance Authority (CHFA). This application would require the same information and an additional 90-day period for review.

Regardless of the timing of funding, the intent of the LHA is to commission immediately for all professional services described for the Project to be completed by the November 1, 2020 deadline for submitting the LIHTC application.

Construction administration phase services should anticipate that the Project will be constructed in one continuous construction phase, with units released to the Owner for occupancy on a staggered basis by building.

FOLLOWING TAX CREDIT APPLICATION APPROVAL

Immediately following approval of the tax credit application by CHFA, the intent is to proceed as quickly as possible into the rehabilitation construction. It is the intent that the construction documents will be submitted for plan review and building permit approval during this period.

ENTERPRISE GREEN COMMUNITIES

The Enterprise Green Communities Criteria is a required element for this Project. It is critical the Architecture Firm consider the Green Communities reporting requirements and implementation criteria when scoping their role in this Project.

CONTACT INFORMATION

It is the intent of the LHA Development Team to maintain the integrity and fairness of the Request for Proposal process. Therefore, please direct any questions and limit any communications regarding this RFP to:

Darcy McClure
Director of Real Estate Development
Loveland Housing Authority
375 W 37th Street, Suite 200
Loveland, CO 80538
970-412-2400
dmcclure@lovelandhousing.org

DISCLAIMER

The Loveland Housing Authority reserves the right to reject any and all responses to this offering on the basis of being nonresponsive or for failure to disclose requested information. The Housing Authority reserves the right to waive any irregularities associated with the offering, the responses to the offering, the selection process, or any related processes. The Board of Commissioners of the Loveland Housing Authority shall have the right to make a final selection based on any factors it deems to be in the best interest of the Housing Authority, and shall not be bound to any conditions or requirements defined in this offering. The decision of the Board of Commissioners shall be final.



Brookstone Apartments Rehabilitation Request for Proposals Architectural Design

SCOPE OF SERVICES

SCOPE OF WORK

The Architectural Firm shall address the following and provide a cost for completing the work identified.

DESIGN, CONSTRUCTION DOCUMENTS AND CONSTRUCTION ADMINISTRATION

The Architect must:

1. Meetings

Provide for sufficient meetings with the Owner, consultants and selected CM/GC in order to validate the project Scope of Work and design, and to provide the Owner with sufficient opportunity to modify or change the proposed designs. Project presentations or meetings may also be required with the City of Loveland, LHA Board of Commissioners, CHFA and/or tax credit investors.

For purposes of this RFP, bidders should assume that the Architect and Design Team will facilitate at least one (1) half-day design charrette with the LHA during the early design phases to confirm the Scope of Work and determine the design characteristics of the Project.

2. Provide all Necessary Design Consultants and Subconsultants

The Architect must provide all design consultants required to complete the project, including but not limited to the following:

- Civil Engineering
- Structural Engineering
- Mechanical/Plumbing Engineering
- Electrical Engineering
- Landscape Architect and Site Irrigation Designer
- EGC/Energy Design Consultant (CHFA Approved)

All consultant design firms shall be led by an individual licensed by the State of Colorado, if required by the State for that discipline. Civil Engineering and the Construction Manager/General Contractor will be contracted for directly by the LHA.

3. Design Phases

Provide design services for the completion of Schematic Design and full Design Development and Construction Documents phases of work.

4. Construction Specifications Manuals

Provide construction specifications defining all specific material and component requirements for each product type and system proposed for the Project, including warranty requirements and factory and field quality control expectations.

Specifications shall be prepared in electronic WORD format, in conformance with current CSI 48-division technical divisions. The Architect shall also provide Division 0 and 1 specifications, using AIA contract documents.

5. Design and Construction Documents

Provide all necessary design and construction drawings, reports, studies, calculations, full color exterior 3D renderings, and other documentation required to fully express the design for Owner reviews and neighborhood and funding presentations, define the Project design and scope for building permit approval, and for the Construction Manager/General Contractor to estimate, bid and construct the Project. The design and construction documents shall accurately and comprehensively identify all of the required Scope of Work items identified in the CNA, with any additions, modifications or prioritization made during the course of the design process.

All design and construction documents shall be produced in electronic digital format utilizing AutoCAD or Revit software, in a version that is compatible for all proposed design team members. Software shall have the capability of producing fully rendered 3D representations of the design.

6. Construction Administration Services

Provide construction administration services during the full construction period, including attendance at weekly Owner/Architect/Contractor meetings; weekly site observations and written observation reports; preparation of Architect generated supplemental instructions or directives; review of Contractor or Owner generated change proposals; review of change order requests; review of CM/GC pay applications; attendance at “punch list” site observation(s) and written “punch lists”; follow-up observation to determine completion of “punch list” work; preparation of record drawings of the as-constructed Project (based on Contractor-provided drawings); and coordination of project close-out documents, including operating and maintenance manuals, start-up or field testing and receipt of specified material and systems warranties; and a site walk with the Owner prior to expiration of such warranties.

For purposes of this RFP, bidders should assume only one construction phase; however, “punch list” and follow-up inspections shall be done on a per building basis as described above.

7. Enterprise Green Communities Consulting and Documentation

It is a requirement of the project design that the most current Enterprise Green Communities (EGC) design criteria be met. Beyond the EGC required criteria, it is also the desire of the LHA to adopt as many sustainable design elements as is economically feasible. Where possible, sustainable design elements are expected to be presented and incorporated, and/or designed for retrofit installation after construction is complete.

The EGC/Energy Design Consultant shall lead the Owner, Design Team and selected CM/GC through a design charrette to identify mandatory and potential EGC credits to target for

incorporation into the project design, and assign responsibilities for tracking the implementation of those targeted credits through the design and construction process.

LHA will require the Design Team to provide quantitative analysis of projected heating and cooling operational costs compared to first dollar expenditure. The mechanical engineer, electrical engineer and/or energy design consultant shall jointly have the in-house capability to provide energy modeling to analyze and document the efficiencies of the building envelope, and utility consumption of the heating/cooling/ventilation and lighting systems.

It will be the responsibility of the Architect to ensure the Design Team has received and understands the energy requirements defined by the Colorado Housing and Finance Authority (CHFA) in the most current version of EGC Criteria and CHFA's 2020 QAP documentation. The Architect shall prepare, coordinate, and provide all necessary documentation required to fulfill the reporting requirements of the Green Communities Workbook and other related documentation which may be required by CHFA or other agencies.



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Architectural Design**

INSTRUCTIONS for DETERMINING PROFESSIONAL FEES and EXPENSES

COST INCLUSIONS

The Architectural Design Team shall be responsible for all drawings, studies, reports, calculations and other documentation required for the rehabilitation Scope of Work for the Project, including all costs to all consultants required to prepare all construction drawings and specifications, and for construction administration services during the construction phase. Any costs required for coordination with the selected CM/GC or any other third party consultant must also be included in the proposed fees. All ancillary costs for printing, copies, mylars, travel, consultants' expenses and other project related expenses must be included in the costs proposed.

The Architectural Design Team is expected to participate in all meetings with the City of Loveland as may be required to secure final building permits for construction of the Project. Any redesign costs required to achieve approvals from the City of Loveland shall be inclusive in the Architectural Design Team's proposal.

COST EXCLUSIONS

LHA will contract separately for the required Phase I Environmental Report and the Environmental Sensitive Areas Report (ESAR), if applicable, required for the LIHTC submittal process. LHA will also contract separately for geotechnical soils testing and soils reports (if needed), marketing studies, and any other studies required by funding partners or governmental agencies not already completed. LHA will also be responsible for all City of Loveland and State of Colorado development fees and building permit fees.

SITE VISITS

The Architect and Design Team are encouraged to visit the site during the Proposal process to become familiar with the site conditions and surrounding neighborhood. LHA will not coordinate or participate in any site visit the Design Team chooses to make during the RFP and selection process.

CONTRACT FORM

Contract form to be executed shall be the standard AIA B101-2017 Owner-Architect Agreement, with this RFP and the firm's Professional Fees and Expenses Proposal as attachments.



Brookstone Apartments Rehabilitation Request for Proposals Architectural Design

INSTRUCTIONS TO BIDDERS

The Loveland Housing Authority (LHA) is seeking a qualified architectural design firm for the design and construction of an extensive rehabilitation of a 72-unit rental family apartment development in Loveland, Colorado. Those firms interested in submitting a Proposal to provide design, construction document and construction administration services must respond to this Request for Proposal.

Preference in the selection of the design team will be given to those firms that have experience in designing and constructing cost effective rehabilitations of moderate to low income multi-family developments in Colorado, which were financed utilizing the IRS Section 42 Low Income Housing Tax Credit (LIHTC) program. No other "local" preference shall be considered.

Firms responding to this Request for Proposal should submit as much detail and examples of previous projects as they feel will aid the LHA Development Team and the Board of Commissioners of the Loveland Housing Authority in making a final decision. LHA encourages Bidders to provide any additional information concerning the firm and its capabilities to perform these activities, and will utilize that information as part of its evaluation process. The following minimum qualifications information should be provided:

1. Cover letter summarizing the Architect and Design Team's qualifications.
2. Firm profiles for the lead architectural firm and all proposed consultant design firms.
3. Resumes of key assigned personnel for each firm, with their respective project role identified.
4. Project descriptions and images of similar rehabilitations of affordable multi-family housing projects, preferably performed for Housing Authorities or other non-profit housing providers. Descriptions and images of new construction of affordable multi-family housing projects are acceptable, but will not be considered as relevant as rehabilitation projects.
5. Firm's approach to balancing design goals and creativity with budget realities.
6. Insurance coverages held by the lead architectural firm, including General Liability (single claim and aggregate limits), Automobile Liability (combined single limit), Umbrella Liability (single claim and aggregate limits) and Professional Liability (single claim and aggregate limits).

Copies of the Request for Proposal are available on the Loveland Housing Authority's website at www.lovelandhousing.org, or by contacting the Director of Real Estate Development via email:

Darcy McClure
Director of Real Estate Development
Loveland Housing Authority
dmcclure@lovelandhousing.org
970-412-2400

ALL PROPOSALS MUST BE RECEIVED NO LATER THAN 12:00 Noon (MST), TUESDAY, JUNE 23, 2020 TO BE CONSIDERED. Proposals received after this date may be returned unopened. There will not be a public opening of the Proposals submitted.

No Pre-Proposal Conference is scheduled, although Bidders are encouraged to visit the project site. Deadline for submitting questions related to the RFP is 5:00 p.m., Wednesday, June 17, 2020. A written addendum will be issued to answer questions, if needed.

All Proposals submitted must be in the format provided in the Request for Proposal. Proposals not in this format will be returned without being considered.

Five (5) hard copy sets of the Proposal must be submitted with the response, plus one (1) electronic copy provided via e-mail or Dropbox.



**Brookstone Apartments Rehabilitation
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Architectural Design**

SELECTION of ARCHITECTURAL DESIGN FIRM

The LHA Development Team will use a two-step process to evaluate and select an Architectural Firm for the Brookstone Apartments Rehabilitation.

Initial evaluation of the Proposals will be performed by the LHA Development Team and LHA Board members. After review of the Proposals, up to three (3) design teams will be invited to participate in formal interviews, conducted by the LHA Development Team and LHA Board members. After the interviews, the Development Team will make its recommendation to the Board of Commissioners of the Loveland Housing Authority, who will make the final selection of the Architectural Design firm. The Board of Commissioners may waive any improprieties contained in the selection process and shall not be bound by any recommendations, selection criteria or proposed fees. The decision of the Board of Commissioners shall be the final decision.

It is the intent of the LHA Development Team to interview only those firms who best demonstrate through their response to the Request for Proposal their understanding and experience designing and constructing rehabilitations of affordable multi-family housing developments of similar type, scale and complexity.

RESPONSE FORMAT

Those firms responding to this Request for Proposal should provide their information in a booklet format (8 ½ x 11) enclosed in a spiral binder with soft covers, which shall be properly formatted and tabbed in the format listed below. Although not a restriction, please limit your Proposal to no more than twenty (20) pages, not including the mandatory forms.

Five (5) original copies will be required, plus one electronic version provided via e-mail or Dropbox.

Refer to other sections of this RFP for the deadline for receipt of Proposals.

TAB 1 – COVER LETTER

Cover letter with general qualifications of the Architectural Firm and Design Team.

TAB 2 – EXPERIENCE

Project descriptions and images to demonstrate experience in similar rehabilitations of existing affordable multi-family housing projects. Provide information related to projects utilizing Low Income Housing Tax Credits, and those designed for Housing Authorities or other non-profit housing providers.

TAB 3 – EGC AND SUSTAINABLE DESIGN EXPERIENCE

Project descriptions of Enterprise Green Communities, LEED and other sustainable design experience, including description of the proposed design process and Design Team members' involvement.

TAB 4 – FIRM PROFILES AND RESUMES

Firm profiles for the Architectural Firm and all Design Team subconsultant firms, and resumes of the primary members of these firms to be assigned to this Project. Identify each individual's role in the Project, and do not include resumes for firm members who will not be directly involved in the Project.

TAB 5 – BALANCING DESIGN GOALS AND BUDGET

Firm's approach to balancing design goals and creativity with budget realities, and any other relevant information the Architectural Firm wishes to include.

TAB 6 – MANDATORY FORMS

Include all mandatory forms from Request for Proposal.

- Corporate information sheet
- References
- Proposed Professional Fees and Expenses
- Summary of Services and Professional Fees
- Insurance Coverages

INTERVIEWS

Interviews will be held remotely via Zoom or similar platform, and will provide the LHA Development Team and LHA Board members the opportunity to discuss with the Architect and Design Team their approach to designing the Project and meeting or exceeding the established design goals. Bidders are encouraged to focus their presentation on the specifics of the Project, and how their firm's experience and personnel would approach the Scope of Services and logistics of the development.

The LHA Development Team will provide each firm invited to interview with a specific list of questions related to their Proposal that should be addressed in the interview.

Interviews will be used to clarify the Proposals received and to answer specific questions that arise during the review of the individual Proposals. Initial scoring may be modified for the finalist firms based on outcomes of the interviews. Debriefings with Architecture Firms not selected will not be made available until after the selection process has been completed and the selected firm is under contract.

EVALUATION and SELECTION of PREFERRED ARCHITECTURAL FIRM

The final selection of the Architectural Design Firm will be based on the material contained in the Request for Proposal, the presentations made during the interview process, and the Firm's Fee Proposal, using the following evaluation criteria:

RELEVANT EXPERIENCE – 25% of Evaluation

1. Experience of the Architecture Firm and Design Team in designing rehabilitations of multi-family apartment developments of similar type, scale and complexity.
2. Experience of the Architecture Firm and Design Team in designing rehabilitations or new construction of multi-family housing developments for Housing Authorities or other non-profit housing providers.

3. Experience of the Architecture Firm and Design Team in designing projects utilizing Low Income Housing Tax Credit financing.
4. Experience of the Architecture Firm and Design Team with the City of Loveland Planning and Building Departments.
5. Qualifications of the Architecture Firm's staff proposed for the Project.
6. Overall clarity and quality of the Architecture Firm's Proposal response.

AWARD WINNING DESIGN and ABILITY to ACHIEVE DESIGN GOALS – 10% of Evaluation

1. Experience and commitment of the Architecture Firm to award winning design, creativity and innovation, and in achieving or exceeding project design goals. Specifically, please provide information related to design awards received that are related to affordable housing rehabilitation projects.
2. Experience and commitment of the Architecture Firm to incorporating unique construction methods and materials to meet affordability requirements while maintaining a quality living environment.
3. Firm's ability to balance design goals and creativity with the construction budget.
4. Firm's understanding of the Project scope.

INTEGRATED DESIGN and EGC COMPLIANCE – 15% of Evaluation

1. Architecture firm's approach to "integrated design" for rehabilitations of existing multi-family housing developments.
2. Experience with Enterprise Green Communities projects completed in the last three (3) years.
3. Specific technologies to be utilized in the design and evaluation process related to modeling, 3D design, energy consumption pro-formas, and return on investment calculations.
4. Demonstration of how the Architects and Design Team will ensure that the design is constructed correctly in the field, given the layers of contractors, subcontractors and laborers that will be performing the tasks.

DESIGN TEAM CONSULTANTS – 25% of Evaluation

1. Experience of the Mechanical Engineer in designing cost effective rehabilitations of heating and cooling systems using "green" and sustainable technologies.
 - a. Define what systems the ME will be responsible for designing in the building (plumbing, heating, cooling, ventilation and exhaust, fire sprinkler, etc.).
 - b. Does the ME recommend equipment and manufacturers during the selection process?
 - c. Does the ME have computer software for modeling various options and forecasting operational costs over a 15-20 year period?
 - d. Does the ME have project experience or expertise to evaluate alternative energy resources either currently available, or that would become available in the next 10 years?
 - e. What role does the ME play in ensuring that the systems designed for the building are installed per their drawings and the manufacturer's specifications?
 - f. What responsibility will the ME have to monitor the performance of the systems installed over the next 2-3 year period to ensure the operational costs are consistent with the forecast?
2. Experience of the Electrical Engineer in designing cost effective rehabilitations of lighting systems using "green" and sustainable technologies.
 - a. Define what systems the EE will be responsible for designing in the building (lighting, power distribution, communications, security, etc.).
 - b. Does the EE have computer software for modeling various system options and forecasting operational costs over a 15-20 year period?

- c. Does the EE have project experience or expertise to evaluate alternative energy resources either currently available, or that would become available in the next 10 years?
 - d. What role does the EE play in ensuring that the systems designed for the building are installed per their drawings and the manufacturer's specifications?
 - e. What responsibility will the EE have to monitor the performance of the systems installed over the next 2-3 year period to ensure that operational costs are consistent with the forecasting?
3. Experience of the Landscape Architect and Site Irrigation consultants in designing Xeriscape and/or resource preservation to complement integrated design principles.
 4. Experience level of the Energy Design Consultant is sustainability consulting and analyzing energy consumption for existing multi-family projects in Colorado.
 - a. Is the EDC approved by CHFA to consult for Low Income Housing Tax Credit projects in Colorado?
 - b. Does the EDC have computer software for modeling various system options and forecasting operational costs over a 15-20 year period?
 - c. Does the EDC have project experience or expertise to evaluate alternative energy resources either currently available, or that would become available in the next 10 years?
 - d. Define the EDC's role in evaluating the installation, quality control and performance of the installed plumbing, mechanical and electrical systems.

PROFESSIONAL FEES – 25% of Evaluation

1. Firm and Design Team's comprehensive professional design fees and expenses for the proposed Scope of Services, evaluated by project phase and scope.
2. How do the proposed professional service fees compare to other Proposals received?



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Architectural Design**

PROJECT SCHEDULE (TENTATIVE)

Due date for RFP response	June 23, 2020 12:00 NOON
Short list finalist firms	By July 6, 2020
“Virtual” interviews with finalists	Afternoon of July 14, 2020
Construction Manager/General Contractor selection	Concurrent with Architect
Selection and contract award	July 22, 2020
Kick-off O/A/C and start design	Week of July 27, 2020
Schematic Design review	August 17, 2020
Design Development/70% CDs review	September 9, 2020
CM/GC cost estimate based on 70% documents	By October 1, 2020
LIHTC Application	By November 1, 2020
Construction Documents completed	By end of November, 2020
Tax Credits awarded by CHFA	February, 2021
Final pricing from CM/GC and building permits issued	By end of March, 2021
Tax Credit Partnership completed	By end of May, 2021
Construction begins	June, 2021
Construction complete (assume 9 months)	April 1, 2022



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INSTRUCTIONS TO BIDDERS

**THE FOLLOWING INFORMATION
(LEAD ARCHITECTURAL FIRM ONLY)
MUST BE INCLUDED IN THE PROPOSAL**

FIRM NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

BUSINESS PHONE _____

CONTACT PERSON _____

TITLE _____

DIRECT PHONE NUMBER _____

E-MAIL ADDRESS _____

CELL PHONE NUMBER _____



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PROPOSED PROFESSIONAL FEES and EXPENSES

THE FOLLOWING MUST BE INCLUDED IN THE PROPOSAL

SCHEMATIC DESIGN, DESIGN DEVELOPMENT and CONSTRUCTION DOCUMENTS

Full Schematic Design, Design Development and Construction Documents phase documents, including all consultant and design team member costs required to create all necessary architectural, landscape architecture and site irrigation, civil, structural, mechanical, plumbing, electrical, communications, and fire alarm drawings, construction specifications, and full color 3D renderings of the Project, and all other work itemized under the Scope of Services above.

Fee: \$ _____

CONSTRUCTION ADMINISTRATION

Provide construction administration services during the construction period, including weekly site observations and all other work itemized under the Scope of Services above.

Fee: \$ _____

ENTERPRISE GREEN COMMUNITIES CONSULTING and DOCUMENTATION

Facilitate an EGC design charrette, provide all necessary consulting and documentation required to fulfill the requirements of Enterprise Green Communities and other related documentation, and all other work itemized under the Scope of Services above.

Fee: \$ _____

MISCELLANEOUS PROJECT EXPENSES

Include all expenses pertaining to the Scope of Service not included elsewhere, including but not limited to printing, copies, mylars, mailings, delivery charges, mileage and travel costs, and consultant expenses. Expenses shall be included in the form of an allowance.

Allowance: \$ _____

Total Professional Fees and Expenses - Scope of Services: \$ _____

Additional breakdown of the professional fees may be provided at the Bidder's discretion; however, if additional breakdown is provided, subtotals in the categories listed above must still be provided.



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SUMMARY OF SERVICES and PROFESSIONAL FEES

THE FOLLOWING MUST BE INCLUDED IN THE PROPOSAL

THE UNDERSIGNED BIDDER, having familiarized himself/herself with the Scope of Work required by this Request for Proposal, the site where the work is to be performed, local conditions, laws, regulations, and other factors affecting the performance of the work, and having satisfied himself of the completeness and adequacy of the information contained in the Request for Proposal, and the expense and difficulties to attend to the performance of work;

HEREBY PROPOSES AND AGREES, if this Bid is accepted, to enter into an Agreement to perform all work as described in this Request for Proposal, or as may be required by the Owner or the City of Loveland to create an approved set of construction documents sufficient to construct the rehabilitation of the existing 72-unit apartment development in Loveland, Colorado, and to assume all obligations, duties and responsibilities necessary to the successful completion of the work, for the **TOTAL LUMP SUM SERVICE FEE PRICE** defined herein:

TOTAL - ALL PROFESSIONAL FEES AND EXPENSES: \$ _____

THE UNDERSIGNED BIDDER hereby certifies (a) that this bid is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; (b) that he has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; (c) that he has not solicited or induced any person, firm or corporation to refrain from bidding; (d) that he has not sought by collusion to obtain for himself any advantage over any other bidder or over owner; and (e) that the price or prices quoted in the bid are fair and proper and are not tainted by a collusion, conspiracy, connivance or unlawful agreement on the part of the bidder.

THE UNDERSIGNED BIDDER acknowledges the bid price is a **LUMP SUM SERVICE FEE PRICE** inclusive of all professional services, materials, labor, travel, and incidental costs to (a) create an approved set of building permit documents for the Project; (b) for the construction administration services for all rehabilitation construction; and (c) for the facilitating and providing all the necessary expertise to comply with the requirements of the Enterprise Green Communities Workbook.

THE UNDERSIGNED BIDDER understands additional costs for redesign work will not be allowed under the terms of the Agreement between the Bidder and the Owner, except as specifically requested and approved by the Owner. Lack of coordination between the Bidder and any other consultant, lack

of knowledge concerning the requirements of the City of Loveland to achieve an approved work product, lack of information to produce an approved work product and/or the incorporation of or the lack of any information from any relative source which may cause additional work on the part of the Bidder shall not be a condition for assessing additional charges to the Owner. This does not prevent the Bidder from claiming reimbursement from any other consultant whose information may have resulted in additional costs to the Bidder in the performance of his/her responsibilities.

THE UNDERSIGNED BIDDER acknowledges the right of the Owner to reject any or all bids submitted, and to waive any informalities and irregularities therein. This Bid shall remain open and shall not be withdrawn for a period of sixty (60) days from the due date of the Request for Proposal.

Submitted on this _____ day of _____, 20__

BY: _____

TITLE: _____

COMPANY NAME: _____



**Brookstone Apartments Rehabilitation
Request for Proposal
Architectural Design**

APPENDIX

Site Plan

Capital Needs Assessment (CNA) by Partner Engineering and Science, Inc.