

Request for Qualifications

Engineering Services

Housing Authority of the City of Vancouver
2500 Main
Vancouver, Washington

February 17, 2012

Request for Qualifications Engineering Services

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1.0 INVITATION TO SUBMIT QUALIFICATIONS

The Housing Authority of the City of Vancouver (VHA) invites qualified Engineering firms to submit Statements of Qualifications for the following services, separate or combined, but not limited to: Structural, Mechanical, Electrical, Civil and Abatement. The intent of this invitation is to establish and maintain an inventory of qualified Engineering firms. From time to time, as determined by the VHA, work may be awarded to the firm determined to be the most qualified to perform specific work. Upon such determination the VHA will negotiate the specific work to be performed and the cost of the work. If a satisfactory negotiation cannot be reached the VHA reserves the right to discontinue negotiation and negotiate the work with another qualified firm.

The VHA reserves the right to conduct additional Requests for Qualifications for specific projects that VHA, at its sole discretion, determines require specific Engineering experience or qualification.

Following the initial evaluation of responding firms any firm may submit a response to this RFQ and qualify to be added to the list of qualified firms.

The VHA, Vancouver Affordable Housing, and other affiliated agencies, may also call on the selected firm(s) for services under this RFQ.

VHA anticipates that Engineering work will be immediately available upon completion of this initial RFQ process.

2.0 SCOPE OF SERVICES

The scope of Engineering services may include, but are not limited to: Structural, Mechanical, Electrical, Civil and Abatement, for the following activities:

- Complete Engineering services for evaluation and development of real property.
- Evaluation of existing structures for structural integrity.
- Preparation of recommendations for proposed construction and or rehabilitation of existing structures.
- Interaction on behalf of the VHA with regulatory bodies as required.
- Complete review of adjacent properties for on site and off site issues that may affect the subject property.
- Coordination with Architectural, Survey, Environmental and Geotechnical firms, as appropriate.
- Such other Engineering related work as may be requested from time to time.

3.0 ADDITIONAL INFORMATION AND REQUIREMENTS

1. All facts and opinions stated within this RFQ, and all supporting documents and data, are based on information available from a variety of sources at the time of release. No representation or warranty is made by the VHA with respect thereto, nor will the VHA have any liability for any erroneous or incomplete information.

2. The VHA reserves the right to modify the selection process or other aspects of this RFQ at its sole discretion. All persons requesting the RFQ package will be notified, in writing, of any such modifications to the mailing address or Email address provided to the VHA. Any and all modifications to this process will be published on the VHA web site as of the last date for responses to questions as noted in 3.0, 4 below.
3. The VHA reserves the exclusive right to modify the time for submission of Qualifications Statement and to issue amendments to this RFQ.
4. All requests for clarification of the RFQ must be in writing (email or fax is acceptable) and must be submitted on or prior to the final date for questions stated in the PROPOSED SCHEDULE found in Section 5 at the end of this RFQ. Requests for clarification must be directed only to:

Vancouver Housing Authority
Attn: Troy A. Drawz
2500 Main Street
Vancouver, WA 98660
or via E-mail at tdrawz@vhausa.com

Responses to any such questions will be provided by the VHA, in writing, a minimum of two (2) Business Days prior to the due date of the RFQ and no later than the date listed in the PROPOSED SCHEDULE found in Section 5 at the end of this RFQ. All responses will be published on the VHA web site as of the last date for responses to questions as noted in 3.0, 4 below.

5. The VHA reserves the right to accept submittals that are not complete if, in the judgment of the VHA, the submittal is substantially complete and missing information is submitted within one week of notification of the deficiency. The VHA reserves the right to reject submittals that are incomplete. The VHA also reserves the right to reject all submittals in response to this RFQ, with or without cause. The VHA further reserves the right to require modifications and/or refinements to the submittals.
6. The VHA retains the sole responsibility to determine the timing, arrangement, and method of submittal presentations, if any, throughout the selection process.
7. **Promotional activities or contact with key VHA personnel, including VHA Board members, is prohibited.** Respondents are cautioned not to undertake any activities or actions to promote or advertise their submittal except in the course of the VHA authorized presentations. Other than discussion with the VHA staff designated in this RFQ, (which is encouraged for technical questions), submitting firms are not permitted to make any direct or indirect (through others) contact with members of the VHA Board of Commissioners, Senior Management, or Selection Committee members concerning their submittal(s), except in the course of VHA sponsored presentations. The designated staff contact is: Troy A. Drawz – Director of Development & Construction. See #4 above for

contact information. Violation of this prohibition is grounds for disqualification of the submittal.

8. Respondents are strongly encouraged to utilize minority owned contractors, subcontractors, women owned, and emerging small business, or disadvantaged business enterprises. By submitting a proposal the Respondent agrees it will comply with all federal, state and local laws prohibiting discrimination on the basis of age, sex, marital status, race, creed, color, national origin, handicap, or familial status. These requirements are specified in Section 109 of the Housing and Community Development Act of 1974; Civil rights Act of 1964, Title VI; Civil Rights Act of 1968, Title VIII; Executive Order 11063; Executive Order 11246; Architectural Barriers Act of 1968; Americans with Disabilities Act; and Section 3 of the Housing and Urban Development Act of 1968. Specifically the Development Team is prohibited from making any discriminatory actions as defined in the HUD Regulations 24 CFR Section 570.601(b) (4).

4.0 EVALUATION CRITERIA

Each criterion will be rated according to the points listed. VHA may select one or more firms to provide services. VHA will select the firm(s) best qualified to perform the requested services. VHA may reject all responses at its discretion. The selection committee will be comprised of at least three (3) evaluators. The maximum total per evaluation is 100 points. Scores from all evaluations will be combined for a final score.

- A. Capacity – 40 points.
- B. Experience with Multi-Family and Mixed-Use Projects – 45 points.
- C. References – 5 points.
- D. Previous Work in Vancouver and Clark County – 10 points.

A. Capacity and Experience

Consideration will be given on the basis of the firm's capacity to perform the specific work requested. Capacity may be demonstrated by providing detailed information about the firm's size and the qualifications of the firm's employees and management.

B. Experience with Multi-Family and Mixed-Use Projects

Past projects will be reviewed to determine if the respondent has successfully completed projects similar in nature and scope to those described in the Scope of Work. Respondents should provide evidence that it has successfully completed projects that involve the criteria set forth in the Scope of Work in Section 2.0 of this RFQ.

C. References

Previous client relationships will be researched and reviewed to determine the firm's ability to deliver the scope of services as established, and finish successfully and within budget and on schedule.

D. Previous work in Vancouver and Clark County

Consideration will be given to applicants that have familiarity with the Vancouver area, including knowledge of and experience working with Vancouver and Clark County staff.

5.0 SUBMITTAL INSTRUCTIONS

1. Cover letter stating interest in project with signature of duly authorized principal.
2. Firm profile and statement of expertise.
3. Statement of qualification for each of the Evaluation Criteria.
4. Resumes of proposed key personnel.
5. MBE, WBE, Section 3 Business or other similar certification if applicable.
6. Schedule of current workload and statement of applicant's ability to complete projects with relatively short notice within a specified schedule.
7. List of references including firm name, contact, address, phone and email for at least four completed projects.
8. Written agreement to comply with The Drug Free Work Place Act, as well as all other applicable local and federal legislation, which seeks to ensure a drug free work environment.
9. Any additional information the firm wishes to submit to demonstrate its qualification.

Due Date: 3:00 PM, Monday, March 5, 2012

Deliver to:

Vancouver Housing Authority
 Attn: Troy A. Drawz
 2500 Main Street
 Vancouver, WA 98660

Facsimile and Email responses will not be considered

PROPOSED SCHEDULE

	Activity	Date
1	RFQ release	2/17/2012
2	Last date for questions	2/29/2012
3	Response to questions, clarifications, addenda posted to VHA web site	3/1/2012
3	RFQ DUE	3/5/2012
4	Complete Evaluation and Select Firm(s)	3/9/2012