

# REQUEST FOR PROPOSALS FOR ARCHITECTURAL SERVICES

BENNINGTON HISTORIC REHAB & NEW INFILL HOUSING  
BENNINGTON, VERMONT

REGIONAL AFFORDABLE HOUSING CORPORATION  
&  
HOUSING VERMONT

May 24, 2010

Regional Affordable Housing Corporation (RAHC) and Housing Vermont (HVT) (hereinafter collectively referred to as “Owner”), two nonprofit corporations dedicated to providing perpetually affordable housing to low-income Vermont residents, are currently in the predevelopment process for the new construction of 8-10 units of multi-family housing and rehabilitation of 12 additional units located in Bennington. The Owner is seeking an architect for the feasibility phase of the project that has experience in both historical rehab and new infill construction, with an emphasis on energy efficiency and high quality design.

Representatives from RAHC and HVT will review the proposals and negotiate a contract with the selected firm for the pre-development feasibility and schematic design work with the intent to contract with the selected architect for design development through construction administration phases of the project. Candidates with the most competitive proposals will be interviewed if necessary.

## **Brief Project Description**

The project is the refinance and renovation of properties currently in the RAHC portfolio, and the design and construction of new units. The feasibility phase is intended to determine the disposition of the properties and the analysis is expected to include the reconfiguration of units within the buildings. The scope of renovations will include all building systems, thermal shell/insulation, life safety, interior and exterior finishes, appliances, fixtures and site work. The preliminary construction budget is \$2.95 million.

The selected architect will be expected to begin work on this project immediately. If we have success in obtaining funding, we expect to extend the contract with the selected Architect for the design development, construction documents, bidding and negotiation, and contract administration phase.

## **Criteria for Selection**

- a. Experience with renovation of existing historical housing with an emphasis on:
  - a. Cost effective and durable design;

- b. Energy efficiency retrofitting; and
  - c. Green building techniques;
- b. Experience with new-construction of duplex and multi-family residential construction with an emphasis on:
  - a. Cost effective and durable design
  - b. Energy efficiency
  - c. Infill design and construction in city/village residential neighborhoods
  - d. Knowledge of modular and manufactured housing a plus.
- c. Experience with publicly funded projects;
- d. Experience working with buildings which are eligible for financing with the federal historic tax credit;
- e. Experience working with multiple Owner's Representatives;
- f. Experience with permitting under the state Department of Public Safety and current building codes relating to renovation of multi-family property, e.g. NFPA Life Safety Code.
- g. Experience with third-party energy and green building certification programs such as Efficiency Vermont, LEED, Green Communities, VHFA Green Building Standards, etc.
- h. Quality of working drawings, specifications and bid documents;
- i. Experience with construction administration;
- j. Personnel assigned to the project;
- k. The firm's ability to work within the Owner's time frame; and
- l. Price.

#### **Other Requirements**

The selected architect will be required to sign the Architect's Certification forms from the Vermont Housing & Conservation Board and the Vermont Housing Finance Agency, and the Vermont Department of Fire Safety Accessibility compliance forms.

The selected architect will be required to provide professional liability insurance coverage on this project with an annual aggregate of \$500,000, and \$250,000 per occurrence coverage.

The selected firm will choose one primary contact person from the predevelopment phase through the completion of construction administration. The architect must consult with the Owner's representatives in all matters relating to site layout, design, project cost, materials, quality control, change orders, and other issues impacting the cost and quality of construction.

#### **Engineers/Consultants**

In coordination with the Owner, the project architect will seek proposals for engineering services, specifically: Civil, Structural, Electrical, Mechanical and Fire Protection. All consultants will have contracts with the Architect. We will execute a standard form of AIA B102-2007 as the contract between Architect and Owner. The Owner will retain final approval of all decisions including the selection of project consultants, engineers, cost estimator and general contractor.

#### **Financing**

Funding sources for this project have not been secured. We anticipate that the project will be funded by Vermont Housing & Conservation Board, HOME, Community Development Block

Grant, Vermont Fuel Efficiency Partnership (under the Vermont Regional Greenhouse Gas Initiative), federal Low Income Housing Tax Credits and federal historic tax credits.

## **Scope of Architectural Services**

### Feasibility Phase:

- Perform field visits to the sites to become familiar with existing conditions and surrounding neighborhoods
- Attend at least two meetings with the Owner
- Prepare existing conditions drawings for the rehab
- Assess the existing conditions of the buildings layout, systems, construction and finishes
- Assess the feasibility of renovations
- Prepare a concept site plan and elevations for development of the vacant lot
- Prepare a preliminary permit review
- Provide a preliminary cost estimate
- Provide a preliminary scope of work

### Schematic Design:

- Refine scope of work and outline specifications for each building
- Solicit and obtain proposals from mechanical, electrical, civil, fire protection and structural engineers to be reviewed by both the architect and the Owner. Architect and Owner will select engineers for the project; the engineers will have a subcontract with the Architect.
- Attend at least four (4) meetings with Owner, and owner's selected civil and other consultants as applicable to review existing conditions, discuss program, permit requirements, and preliminary layouts; confirm project scope, schedule and preliminary budgets.
- Prepare schematic drawings of rehab buildings
- Prepare schematic drawings of new construction buildings
- Prepare a schematic site plan
- Provide renderings of new construction buildings
- Prepare and distribute meeting minutes
- Provide a second cost estimate

### Design Development:

- Attend meeting(s) with Owner, consultants, funders and regulators to refine design and resolve conflicts.
- Obtain all necessary permits.
  - Prepare a complete code and permit review.
  - Obtain a preliminary code opinion from the state Department of Public Safety.
  - Produce drawings and information for local and state regulators, as required, including site plan; typical floor plans and building elevations.
  - Complete required permit applications
  - Meet with Public officials to review plans and to resolve design and permit issues.

- Attend public meetings to present the project.
- Refine and revise the design, including further development of structural, mechanical, electrical and apartment improvements.
- Work closely with engineers and consultants to coordinate site and building designs.
- Produce plans and specifications for review by the Owners. The architect should expect a minimum of six (6) design review meetings with the Owner and project design team.
- Review and incorporate in final plans and specs, energy-related building improvements, as recommended by Efficiency Vermont and other energy-related funding sources.

#### Construction Documents:

- Attend meetings with Owners as required to review plans and resolve issues.
- Prepare final construction drawings and specifications that the Owner will use to solicit competitive pricing from general contractors for the project.
  - These plans and specifications will be complete, and detailed, coordinating all components of the project to include: site plan, landscaping, civil & structural engineering, architectural, mechanical, fire protection, electrical systems and code.
- Upon completion of the plans and specifications, the architect will provide the Owner with an updated construction estimate.
- Prepare Vermont Department of Public Safety application for submission by the Owner. The Owner would like to submit plans to DPS for approval one full month before going out to bid.

#### Bidding and Negotiations:

- Distribute bid documents to Owner selected contractors.
- Facilitate a pre-bid walk-through with contractors.
- Respond to general contractor inquiries and issue addenda through the bid phase.
- Be available by phone to answer questions from bidders during the bid phase.
- Assist Owner in evaluating bids and preparation of construction contract agreement with general contractor.
- Assist Owner in contract negotiations, as requested.
- Prepare draft and final construction contract agreement for Owner review and approval with general contractor.

#### Construction Administration:

- Complete construction oversight reviewing the contractor's work and problem solving.
- Coordinate with consultants to resolve problems in a timely manner.
- Coordinate and attend one site visit and one job meeting per week;
- Prepare and distribute typed meeting minutes.
- Review all material and equipment submittals and shop drawings.
- Provide clarification sketches as needed.
- Review all change orders with supporting documentation for owner's approval.
- Review and certify contractor requisitions for payment.
- Preparation and distribution of punch lists.
- Conduct final inspection of work.

- Preparation and certification of certificate of substantial completion.
- Obtain certificates of occupancy for each building.
- Conduct one-year warranty inspection. Prepare and distribute list of warranty items to be corrected by general contractor.

**Preliminary Project Schedule:**

Deadline for Response to RFP:	June 3
Optional site visit	TBD
Interview Potential Candidates:	June 8-9 (if necessary)
Anticipated Notice to proceed:	June 9
Complete feasibility concepts:	July 9
Preliminary cost estimate:	July 9
Complete schematic design phase:	August
Secure permits:	October
Design Development:	October-December
Construction Documents: (contingent on funding)	January-February 2011
Bid schedule (contingent on all funding secured):	March 2011
Construction start:	April 2011

**Please direct all questions to John Broderick at RAHC, 802-442-8139 x5 or [john@benningtonhousing.org](mailto:john@benningtonhousing.org).**

PROPOSAL SUBMISSION REQUIREMENTS  
ARCHITECTURAL SERVICES

**Proposal Submission Requirements:**

- ❑ Letter of interest including key personnel in your firm who would be working on this project, and the design experience of those individuals on projects of similar nature.
- ❑ Firm resume and brochure, including photos and descriptions of relevant completed projects. Describe related site planning experience. (If this has previously been submitted to Housing Vermont & RAHC, it is not necessary to resubmit this information). If none, include potential consultants who your firm would propose to work on the project.
- ❑ Three references of recent completed projects.
- ❑ Not-to-exceed price for all **pre-development** Feasibility Phase and Schematic Phase **services** related to this project.
- ❑ Not-to-exceed price for reimbursable expenses
- ❑ Percentage mark-ups for consultants.
- ❑ Schedule of hourly rates for additional services during the pre-development design phase for principal(s), associates, drafters, etc.
- ❑ Preliminary lump sum estimate for full architectural services based on an estimated construction cost of \$2.95 million, itemized for:
  - Design Development
  - Construction Documents
  - Bidding and Negotiation
  - Construction Administration
- ❑ Professional liability insurance coverage with an annual aggregate of \$500,000 and \$250,000 per occurrence will be required if we move forward with the AIA contract for design services. Please provide proof of insurance.
- ❑ List the engineering firms you would consider contracting for mechanical, electrical, civil, structural, and fire protection services.
- ❑ Indicate your firm's availability for start-up, and commencement and completion dates.

Please submit two original proposals to:

John Broderick  
Regional Affordable Housing Corp.  
302 South Street (P.O. Box 1247)  
Bennington, VT 05201

In addition, please submit an electronic copy to [john@benningtonhousing.org](mailto:john@benningtonhousing.org) and [Matt@hvt.org](mailto:Matt@hvt.org).

Proposals are due no later than **Thursday, June 3, at 4:00 PM**. Faxed proposals will not be accepted. Electronic proposals may be submitted by the deadline, with hard copies to follow.

**-END OF RFP-**