



**Request for Qualifications
Architect & Engineering Services
For Affordable Housing Project Renovation**

General Project Information

Northern Nevada Community Housing has owned Trembling Leaves, a 27-unit, multi-story, multi-family affordable apartment building serving 30-60% AMI households since 1996. The property was built in 1980 and has received limited renovations over the years and is now in need of a significant rehabilitation. The property is 22,192 sq. ft. and offers 9 one-bedroom units and 18 two-bedroom units. One two-bedroom unit is reserved as a manager unit and one unit is set-aside for permanent supportive housing.

The property is located in a middle-income census tract in an established Reno residential neighborhood where affordable housing is difficult to find. Trembling Leaves provides good access to schools, public transportation, shopping, employment and public parks.

Location of Project:

115 Booth Street, Reno, NV 89509

Length of Contract:

NNCH would prefer that the A/E firm begin work as soon as possible after approval of the contract documents. The length of the contract between the NNCH and the A/E firm will be established during contract development with the selected firm. The project schedule will be analyzed with the A/E firm and NNCH to establish critical schedules and reasonable times which are based upon those various conditions such as mobilization, availability of staffing, weather conditions, and any other conditions agreed to upon by the parties.

Federal Grant Requirements

Offerors must be aware that the Project will be supported with a State of Nevada's Housing Division subaward, as pass-through, to NNCH, of federal funds from the U.S. Department of the Treasury's State and Local Fiscal Recovery Fund program ("SLFRF"), and HUD's HOME program funds respectively. The Department of the Treasury's SLFRF Final Rule and Compliance Reporting Guidance detail multiple requirements and compliance responsibilities, as well as provide additional information on eligible and restricted uses of Fiscal Recovery Funds and reporting requirements. Moreover, construction of less than twelve (12) units of housing in this Project will include federal financial assistance through HUD's HOME program, whose terms and conditions must be complied with as well to the extent applicable hereto.

Required Qualifications:

- The A/E firm awarded this contract must be a licensed business that employs or coordinates architects and/or engineers licensed by the State of Nevada.
- The A/E firm must have experience with new construction for multi-family, affordable housing, including recommendations outlined by the Fair Housing Design Standards.
- The A/E firm must be qualified for designing for energy efficiency as dictated by the State of Nevada QAP Energy Efficiency requirements.
- The A/E firm must have experience with 100% Electric Design and HEEHRA Energy Rebates.
- The A/E firm must have extensive experience in mechanical, structural, and civil engineering, and must prove knowledge and experience with planning and designing housing projects.
- The awarded firm must possess proven experience in working on projects under various condition types such as but not limited to; geotechnical experience with earth moving conditions, soil conditions, core sampling, compaction testing, and an extensive background and knowledge of construction practices and standards as well as other services which become apparent during the project.
- The A/E firm awarded this project must have a high degree of organizational and record keeping skill and possess the necessary knowledge and experience applicable to the assigned work. NNCH will require extensive records of daily activities, inspection record keeping, and records certifying each phase of work.

Preferred Qualifications:

- Experience in working with non-profit organizations.
- Experience with overseeing projects funded by federal grants, especially as they apply to federal procurement standards under Uniform Rules (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), 2 C.F.R. § 200.326.

Scope of Work:

The A/E firm will enter into a contract with NNCH and provide services for the following phases from planning to construction:

Schematic Design -

- Establish the general scope, conceptual design, and scale of the project.
- Attend meeting(s) with NNCH and NNCH project manager.
- Develop overall construction budget.

Design Development –

- Complete the project design documents

Construction Document Phase –

- Prepare final calculations, drawings, and specifications
- Finalize construction budget

Bidding Phase -

- Prepare request for bids invitations, instructions to bidders, and procurement forms in accordance with the NNCH's Financial Management Policies and Procedures.
- Conduct pre-bid meetings, coordinate bid opening, and assist with conducting pre-construction meeting.

Construction Phase –

- Monitor construction activities, provide inspections, review of payment requests.

List of Deliverables:

The deliverables shall conform to all the requirements listed in the Scope of Work for each phase of work.

Proposal Evaluation:

Proposals will be evaluated by the following scoring system:

- **Qualifications** (1 – 10 points) NNCH will review the qualifications, education, and licenses of the firm's key personnel that will be assigned to this project. Emphasis will be given on qualifications associated with the scope of work of this RFQ.
- **Experience** (1 – 30 points) NNCH will review the experience of the firm's key personnel assigned to this project. Experience must be specific to the required qualifications. Firm must submit a complete list of projects which key personnel have been involved in and/or completed. Special emphasis will be given to experience with Affordable Multi-Family Construction, State of Nevada Qualified Allocation Plan Energy Efficiency Requirements, and Section 3 Reporting (additional point scoring if they can provide a Section 3 Utilization Plan).
- **Past Performance** (1 – 20 points) NNCH will review the past performance of the firm based on references and direct experience, if applicable.
- **Timelines/Timeframes** (1 – 20 points) NNCH will evaluate this factor on the firm's ability to meet the objectives of the NNCH accordingly. A schedule of availability must be attached to the qualifications which establishes estimated dates of completion of each of the required tasks.
- **Methodology** (1 – 10 points) NNCH will evaluate the firm's method of accomplishing the tasks. A narrative must be attached explaining the firm's approach which will be used to accomplish the required tasks (i.e., availability and assignment of key personnel, use of subcontractors [if applicable], etc.)
- **SMWBE Preference** Preference (1–10 points) NNCH is required to give preference to qualified minority business, women's business enterprises and labor surplus area firms.

Note: NNCH may deem it necessary to conduct an interview to make the final selection.

Proposal Submission Requirements:

NNCH will accept proposals from qualified, responsible, responsive A/E firms until March 18, 2023 by 4:00 p.m. Pacific Time.

Qualifications can be delivered to Attn: Katty Hoover, Northern Nevada Community Housing at 2757 Beck St, Reno, Nevada, 89509 or emailed to Katty Hoover at kattyhoover@gmail.com.

Proposals shall be submitted in the format outlined below. Incomplete proposals will not be rated. Proposals must be tabbed in the following order for convenient review and selection.

Tab 1 Qualification – Narrative summary

Tab 2 Resumes of A/E firm and other Staff who will be working with NNCH on this project.

Tab 3 Copy of licenses/certifications of A/E staff and subcontractors designated for the project

Tab 4 Summary of Experience with similar projects, challenges, and accomplishments.

Tab 5 List of at least 3 references with e-mail addresses.

Tab 6 Methodology (describe Plan to accomplish work)

Tab 7 Work plan with time frames for start, completion and other critical start dates

Tab 8 Proposed delivery of the professional services required for this project. (A short statement of approach to the design process).

Tab 9 Any other information the company wishes to include that will assist NNCH in the selection process.

Tab10 Certification of WMSB (if applicable). Preference in contracting will be given to WMSB firms who meet the qualifications of this solicitation.

Other relevant data and contract terms and conditions:

The A/E firm will be required to comply with applicable Federal, State, and Tribal rules and regulations, most importantly Appendix II to the Uniform Rules (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards) under 2 C.F.R. § 200.326.

Timeline

The following represents the proposed timeline for this project. All times stated are Pacific Time (PT). These dates represent a tentative schedule of events. NNCH reserves the right to modify these dates at any time. NNCH also reserves the right to forego vendor presentations and select vendor(s) based on the written qualifications submitted.

Task	Date/Time
Deadline for submission of proposals	No later than 4:00 PM PT on 3/18/24
Evaluation period	(approximate time frame) 3/18/24-3/20/24
Selection of vendor	On or about 3/22/24
Contract start date	On or about 4/1/23

Contact Information:

For further information regarding the project, the Request for Proposals submission, contract requirements, to schedule a site visit and all other inquires please contact Katty Hoover at kattyhoover@gmail.com or (813) 892-4096.