



REQUEST FOR PROPOSALS

**For
Design Team Services**

2155 W. Plum Rehabilitation

Issued by:
Housing Catalyst
1715 W. Mountain Ave.
Fort Collins, Colorado 80521
970-416-2911

Preston Nakayama, Project Manager, Housing Catalyst

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PROJECT BACKGROUND

Housing Catalyst (HC) is the largest affordable housing developer and property management company in Fort Collins with over 1,000 units of affordable rental housing. Established in 1971, Housing Catalyst has over 50 years of experience in developing housing, managing properties, and providing services for the community’s most vulnerable people. It is a quasi-governmental organization created in 1971 by the Fort Collins City Council and established under state law to provide safe housing for low and moderate income households within the City of Fort Collins and Larimer County. Housing Catalyst Development Services LLC will act as the lead Developer for this project.

Housing Catalyst is requesting proposals from qualified design teams to perform Architectural, MEP, Civil, and Landscape Services for the rehabilitation of 2155 W. Plum. The Project consists of a two-story, 15-unit multi-family building on 0.54 acres, originally constructed in 1982. The building is currently owned by Housing Catalyst and is restricted as affordable housing with a deed of trust by the Department of Housing and Urban Development (HUD) within the public housing program. Housing Catalyst has received HUD approval to remove the building from the public housing program and transition ownership to Villages Ltd., a Housing Catalyst affiliate. Once sold to Villages Ltd., the Project will remain affordable housing to be rented by households earning 80% of area median income (AMI) or less.



This building is unique in that it is relatively small with only 15 apartment units but contains an elevator connecting the two floors. Constructing a similar size building with an elevator in Fort Collins today would likely be cost prohibitive due to the current market environment for land and construction materials. Plum is not specifically designated for seniors or the disabled, but the layout of the site and building make the Project conducive for serving this demographic. Housing Catalyst will strive to rehabilitate the building and site in a manner that enhances its accessibility features. It is an aspiration to meet the vision of the “Lifelong Homes Initiative,” which will ensure final product is well suited for aging in place.

Housing Catalyst would also like to work toward the City of Fort Collins’ Climate Action Plan goals. This includes exploring opportunities as our budget may allow to transition to an all-electric system, adding solar power, or at a minimum, increasing the efficiency of the building’s existing systems. The selected Design Team should demonstrate their ability to incorporate Housing Catalyst’s Guiding Principles into the design process while also embodying the community’s needs. The Project team will utilize an integrated design approach with involvement from the Developer, Architect/MEP/Structural, Civil Engineer, General Contractor, and Sustainability/Energy Consultant.

Housing Catalyst is interested in utilizing an integrated team structure and contracting approach to produce the highest quality and efficiency in design, preconstruction, implementation, and construction administration. Integration and alignment of the architect, engineers, contractor, and other consultants in the early stages of design will be required. The selected Design Team will be required to participate in an interactive interview and selection process for the General Contractor (GC). The selected GC will be expected to fully participate in all design and preconstruction efforts.

The successful respondent will be able to provide the ideal qualifications, demonstrated experience, highest level of innovation, and team synergy within a defined price structure.

I. REQUEST FOR PROPOSALS

This Request for Proposal (RFP) is for Design Team Services for the rehabilitation of the apartment building on West Plum Street in Fort Collins. The estimated construction budget is approximately \$1,700,000.

The Project includes development of the renovation scope of work, new design ideas and layouts for the community room, development of architectural sketches and concepts, completion of design, preparation of construction plans, specifications and other documents, construction management, administration, and observation during the construction.

The Selected Team will be required to explore the City of Fort Collins’ Integrated Design Assistance Program (IDAP), work toward the City of Fort Collins’ Climate Action Plan goals, incorporate the Lifelong

Homes Initiative and Housing Catalyst's Guiding Principles , while also meeting the budget mandates. Housing Catalyst will also be incorporating rebate programs offered both by the City utility departments as well as Xcel energy and the team will be asked to provide specifications for products that comply with these rebate programs. Beyond energy efficiency goals, strong emphasis on accessibility, connectivity, and health is desired for the Project. Housing Catalyst is also motivated to explore other health and sustainability programs and incentives.

Housing Catalyst is soliciting proposals from firms with experience in rehabilitation and redesign of existing multifamily structures, quality visual displays, renderings, and elevations, along with schematic drawings, and other pre-construction and construction/build-out services. Responses shall demonstrate the firm's capacity and ability to plan, redesign, construct and oversee high quality rehabilitation.

II. SCOPE OF WORK

PHASE 1 – Conceptual and Schematic Design, and charette

- Meet with Housing Catalyst staff to discuss and confirm the scope of work for the design contract, finalize the fee proposal, and execute a contract.
- Research issues related to rehabilitation and construction of the project, including initiating discussions with the City of Fort Collins to determine their requirements, as well as the site's compliance with the City of Fort Collins' Land Use Code.
- Prepare and periodically update design schedule to assure the project progresses efficiently toward completion
- Create building as-built/existing conditions drawings for use during the design work
- Make a thorough examination of the condition of the existing buildings, reviewing any structural limitations of renovation/addition, energy conservation and sustainability, handicapped accessibility and life-safety issues.
- Develop conceptual design solution(s) that meet the established program requirements, including conceptual building elevations.
- Design Team to identify opportunities and responsibilities, and establish energy performance goals and performance features based on the outcomes of energy modeling and the IDAP charrette and other sustainability goals the team identifies.
- Prepare conceptual site plan for the preferred design solution and submit to the City of Fort Collins for Conceptual Review.
- Initiate preliminary building code evaluation for the selected alternative design, considering occupancy types, construction types, exiting and life safety, and handicapped accessibility issues.
- Based upon the selected conceptual design solution, prepare Schematic Design documents, developing a preliminary site improvement plan and landscape plan and preliminary architectural building floor plans and exterior elevations for the rehabilitated apartment building.

- Assist owners and third-party General Contractor or cost consultant to develop a conceptual Estimate of Probable Construction Cost.
- Provide a rendered site plan, building floor plans, typical building elevations and/or exterior renderings for use by owners.

PHASE 2 - Design Development, Construction Documents, Bidding / Negotiation and Construction Administration

- Participate in the selection process for the Construction Manager or General Contractor for the project, including short-listing and interviewing the finalists.
- Coordinate with the selected Contractor or Construction Manager to provide a Constructability Review of the Schematic Design, to ensure that the design is efficient and functional, and does not include unusual, expensive, or difficult-to-construct details.
- Work with the selected Construction Manager or Contractor through all design phases to monitor anticipated construction costs, evaluate proposed material and finish selections and construction techniques, and provide assistance in their value engineering and pre-construction services.
- Review the project design at the completion of the Design Development and Construction Documents phases to verify that the drawings and specifications are consistent with the project's sustainability goals
- Develop complete Design Development documents, generally representing a 50% level of construction document completion, including complete architectural, landscape architecture, structural, mechanical and electrical (as necessary) layouts, building elevations and sections as appropriate for each component of the project, and preliminary technical materials specifications.
- Assist the selected General Contractor or Construction Manager to refine the Estimate of Probable Construction Cost to reflect the 50% Design Development level construction documents.
- Assist owners in making presentations to their boards and/or other interested groups during the design phase.
- Create and submit the following Design Development documents:
 - Updated site improvement plan and landscape plan
 - Updated architectural floor plans
 - Updated exterior building elevations
 - Updated wall sections
 - Updated plumbing, mechanical and electrical plans (as necessary)
 - Preliminary technical specifications
- Assist the selected General Contractor or Construction Manager to review and revise the Design Development Estimate as required to reflect changes made in the 90% Construction Documents phase.

IV. CONSULTANT QUALIFICATIONS

The **minimum** consultant qualifications for the Project including identification of key staff possessing the following skills are:

1. Expertise in redesigning of multi-family residential products similar in size and scope to the Project;
2. Experience in developing complete architectural drawings and construction documents for similar projects;
3. Experience integrating sustainable design features on projects of similar size and scope including green infrastructure and green building solutions, emphasis on transitioning to an all-electric system and/or the addition of solar power;
4. Experience integrating ADA/accessible features to projects, and familiar with UFAS requirements;
5. Experience in completing defined analytical tasks in a timely fashion for public agencies or housing authorities;
6. Depth of staff resources to work on this type of project;
7. Familiarity with projects financed with federal subsidies; and
8. Experience with the City of Fort Collins' building code and permitting processes.

Schedule

Request for Proposals Issued:	Tuesday January 31, 2023
Questions Due:	Friday February 10, 2023
Responses to Questions due:	Wednesday February 15, 2023
Proposals Due:	Friday February 24, 2023
Interviews/Selection:	Thursday March 9, 2023

V. Proposal Submission Requirements

Please submit responses **by 12:00 p.m. on Friday February 24, 2023**. At a minimum, responses should include the following items in the following order.

1. *Cover letter* including contact name, address, phone number and email.
2. *Description of the firm and key personnel assigned to the Project*. Include each individual's role, their bio, and their capacity to meet project timeline. Teams must include all necessary services, including Architectural, MEP, Civil, Landscape, and Sustainability/Energy Modeling.

3. *Description of Qualifications.* Provide a description of the team's (or individual's) qualifications for completing the Project, as stipulated in Section IV Consultant Qualifications.
4. *Summary of Relevant Experience* - Provide examples of three (3) similar projects undertaken by the team (or by individuals on the team). The summary should include:
 - Project Name, Sponsor, and Location;
 - Date of Project;
 - Detailed description of project and services provided;
 - Overall energy efficiencies investigated and ultimately utilized with a brief description of why systems were or were not implemented;
 - Summary of how the project was specifically designed to meet the needs of the target population, in this instance an elderly and potentially disabled demographic;
 - Work program approach (i.e. methods, and controls used to complete project in an effective, timely, economical manner);
 - Overall budget and construction cost of project (average cost per sq ft);
 - Overall public outreach efforts; and
 - Visual representation of design
5. *Methodology*
 - Describe the project approach that clearly and concisely identifies how your team will approach this project as a whole;
 - Describe how the team will work to implement Housing Catalyst's energy efficiency goals while meeting budget mandates;
 - Describe how the team will emphasize an integrated design process in collaboration with the developer, owners, and general contractor; and
 - Housing Catalyst encourages outreach and inclusion toward MBE/WBE. Identify how your firm will contribute toward this effort.
6. *Referrals.* Provide names and telephone numbers of persons whom the agency can call for references regarding the Respondent's past performance, preferably on similar projects.
7. *Fee Proposal.* Provide a flat fee for *PHASE 1 – Conceptual and Schematic Design*; and provide a percentage of the construction contract for *PHASE 2 - Design Development, Construction Documents, Bidding/ Negotiation and Construction Administration*. Include a list of any exclusions.

The information submitted will provide the basis for selection. Final selection will be evaluated based on the criteria outlined in this RFP.

Please provide an electronic copy to Carly Johansson, Manager of Real Estate Development for Housing Catalyst at cjohansson@housingcatalyst.com.

Please submit any and all clarification questions in writing to cjohansson@housingcatalyst.com by **Friday February 10, 2023 at 4:00 p.m.** Any substantive clarifications requested by one Respondent shall be shared with all known potential Respondents.

VI. SELECTION PROCESS

Factors to be used in evaluating the responses will include, but are not limited to, the following:

1. Experience
2. Project Understanding and Approach
3. Performance Record
4. Capacity and ability to adhere to provided timeline
5. Fee Proposal

VII. GENERAL INFORMATION

- a. Housing Catalyst plans to host a site walk of the property and building for design teams to review the existing conditions in person and to answer any remaining questions prior to final selection.
- b. Submittal rejection: Housing Catalyst has the right to reject any and all Responses or waive any irregularities therein if it is found to be in the best interest of Housing Catalyst. Submittals not received by the deadline are ineligible for consideration and will not be opened. Housing Catalyst may change the deadline at any time in order to assure adequate review of the Responses.
- c. Contract and Method of Payment: The final form of contract and scope of work will be negotiated between Housing Catalyst and the Respondent after the selection process is completed. Invoices with proper documentation will be submitted on a monthly basis.
- d. Limitation of Liability: Housing Catalyst assumes no liability for costs incurred by Respondents in responding to this RFP or interview process. All Responses become a matter of public record upon submission.
- e. Insurance Requirements:
 - i. **Comprehensive General Liability:** Insurance coverage including premises liability and/or operations; independent contractors; products and completed operations and contractual liability. Coverage that protects the contractor from claims for all damages whatsoever, including damages for care and loss of services arising out of bodily injury, sickness or disease including death and/or damage to property of others which may arise from and during operations under the contract whether such operations be by the

contractor or any sub-contractor or anyone directly or indirectly employed by either of them.

1. Minimum Limit per Occurrence: \$1,000,000
2. Minimum Aggregate Limit: \$2,000,000
3. Housing Catalyst and affiliates to be named as additional insured.

ii. **Workers Compensation and Employers Liability**: Insurance covering all employees and owners performing work or providing services meeting statutory limits in compliance with the Colorado Workers' Compensation Act and applicable federal laws.

1. Minimum Limit:
 - a. Each Accident \$100,000
 - b. Disease Policy Limit \$500,000
 - c. Disease each employee \$100,000

iii. **Business Automobile Liability**: Insurance covering owned vehicles, hired and non-owned vehicles and employee non-ownership.

Minimum Limit per Occurrence: \$1,000,000
Combined Single Limit

iv. **Professional Liability E&O**: Insurance covering financial loss caused by negligence, malpractice or misrepresentation by professional service providers.

1. Minimum Per Claim Limit: \$1,000,000
2. Minimum Aggregate Limit: \$1,000,000

Housing Catalyst shall be named as additional insured and listed as certificate holder where applicable. Housing Catalyst reserves the right to require additional or different insurance coverages from any Vendor or Contractor that provides services to Housing Catalyst if, in the sole discretion of the Housing Catalyst, additional or different insurance is in the best interest of the Housing Catalyst or its affiliates for this project.

- f. Federal Fair Housing Laws. Housing Catalyst does business in accordance with the Federal Fair Housing Law (The Fair Housing Amendments Act of 1988). It is illegal to discriminate against any person because of race, color, religion, sex, handicap, family status, national origin, or sexual orientation.

Contractor Responsibility

Housing Catalyst shall not award any contract until the selected Respondent has been determined to be responsible. A responsible Respondent must:

1. Have adequate financial resources to perform the contract, or the ability to obtain them.
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration the Respondent's existing commercial and governmental business commitments.
3. Have a satisfactory performance record.
4. Have a satisfactory record of integrity and business ethics.
5. Have the necessary organizational and operational controls, experience, accounting and technical skills, or the ability to obtain them.
6. Have the necessary production, construction, and technical equipment and facilities, or the ability to obtain them.
7. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not being suspended, debarred or under a HUD-imposed LDP.
8. Prohibit employment of illegal aliens.

Pursuant to Section 8-17.5-101 C.R.S. et. Seq., the contract with the selected Respondent will contain the following provisions:

Contractor must represent and agree that as of the date of the Agreement:

- a. Contractor does not knowingly employ or contract with any illegal alien or knowingly enter into a contract with a subcontractor that fails to certify that they shall not knowingly employ or contract with an illegal alien; and
- b. Contractor has participated in or attempted to participate in the basic pilot employment verification program created in Public Law 208, 104th Congress as amended in order to verify that Contractor does not employ any illegal aliens.

Pursuant to Procurement Standards set forth by the State of Colorado regarding projects administered under the Community Development Block Grant Program (CDBG), the contract with the selected Respondent will contain and comply with the following provisions:

- a) *Davis-Bacon and Related Acts* (40 USC 276(a) – 276(a)-7.) Mechanics and laborers employed in construction work financed in whole or in part with Federal assistance must be paid wages and fringe benefits equal to those of corresponding classes of workers on similar construction in the area in which the work is performed, as determined by the US Department of Labor. Applicable wage decisions must be incorporated in the prime construction contract, in all subcontracts, and in any lower-tore subcontracts.
- b) *Copeland "Anti-Kickback" Act* (40 USC 276c.) This Act provides that each contractor or subgrantee shall be prohibited from including, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he/she would otherwise be entitled. Copeland applies to all federally assisted contracts subject to the Davis-Bacon wage Standards. The Act also provides for the submission of weekly statements of compliance and weekly payrolls by all contractors in an approved format.

- c) *Discrimination and Affirmative Action* (24-34-402 CRS, 1973 as amended.) State law requires contracts to comply with the Colorado Anti-discrimination Act of 1957 and other applicable laws regarding discrimination, unfair employment practices and Equal Opportunity and Affirmative Action.

Housing Catalyst Reservation of Rights

1. Housing Catalyst reserves the right to reject any or all Responses, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by Housing Catalyst to be in its best interest.
2. Housing Catalyst reserves the right not to award a contract pursuant to this RFP.
3. Housing Catalyst reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful Respondent.
4. Housing Catalyst reserves the right to inspect work at any time during the ongoing work.
5. Housing Catalyst reserves the right to determine the days, hours and locations that the selected Respondent shall provide the services called for in this RFP.
6. Housing Catalyst reserves the right to retain all Responses submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving Responses without the written consent of Housing Catalyst.
7. Housing Catalyst reserves the right to negotiate the fees proposed by selected Respondent.
8. Housing Catalyst reserves the right to reject and not consider any Response that does not meet the requirements of this RFP, including but not limited to incomplete Responses and/or Responses offering alternate or non-requested services.
9. Housing Catalyst shall have no obligation to compensate any Respondent for any costs incurred in responding to this RFP.
10. Housing Catalyst shall reserve the right to at any time during the RFP or contract process prohibit any further participation by a Respondent or reject any response submitted that does not conform to any of the requirements detailed herein.