



REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

RFQ #SOL 02-26-25

On-Call Architectural Services for

Multifamily Housing Development March 24, 2025, to March 30, 2027

Date Issued: February 26, 2025

Date Due: No later than 2:00 PM MST on March 14, 2025

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SECTION 1 – GENERAL INFORMATION AND REQUIREMENTS

1.1 GENERAL INFORMATION

Sol Housing (“Owner”), a non-profit Community Housing Developer Organization (CHDO) that provides quality affordable housing opportunities to low-income families in Albuquerque, is soliciting Qualifications (“Qualifications”) for the selection of Architectural and Consulting firms for On-Call services related to the development of multifamily rental housing (“Project”), in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (“RFQ”).

Sol Housing has designated a Procurement Manager, whose name and address are provided below, who is responsible for the conduct of this procurement. Any inquiries or request regarding this procurement shall be submitted to the Procurement Manager in writing.

Procurement Manager:

Miriam J Hicks
Director of Housing Development
320 Gold Ave, SW, Suite 918
Albuquerque, New Mexico 87102
Direct Line: 505-705-3703 (voicemail only)
Cell: 505-259-2374
Email: miriam@solhousing.org

1.2 SELECTION PROCESS

- 1.2.1 The Owner has requested firms to respond to this Request for Qualifications. Firms may submit Qualifications for one or more professional service categories. Service categories are listed in section 2.1.
- 1.2.2 Respondents must have minimum experience as stated in 3.1 Criteria 1. Respondents who do not meet minimum experience criteria will be rejected and notified immediately.
- 1.2.3 Local New Mexico Resident Business preference and Minority-Owned or Women-Owned Business preference apply. Respondent to provide proof of NM business certificate and/or proof of 51% or greater Minority-Owned or Women-Owned business.
- 1.2.4 Interviews are at the discretion of the Owner based on the number of responses and outcome of the Qualifications scoring.

- 1.2.5 The Owner will make a final decision on the selected firm(s) based on the scoring of Qualifications or the scoring of Qualifications and an interview, to determine the firm with the qualifications that will best benefit the Owner. The Owner may award more than one project to a single respondent or may award multiple projects to multiple respondents at the Owner's discretion.

1.3 **TYPE OF CONTRACT:**

For professional services in categories 1-3, a negotiated and approved fee proposal will be the resulting form of agreement for architectural services provided.

For professional services in category 4, the contract resulting from this solicitation will be the AIA B109-2020 Standard Form of Agreement between the Owner and the Architect for Multifamily Housing and Mixed-Use Development. The Owner hereby reserves the option to modify the contract format as part of final negotiations with the firm deemed to be most qualified for the Project. If the Owner's funding sources are terminated for any reason, the Owner will have the right to terminate the contract.

1.4 **EVALUATION OF QUALIFICATIONS / SCORING**

Qualifications will be reviewed, evaluated, and ranked by the Owner based on the scoring criteria detailed below:

| EVALUATION CRITERIA | | TOTAL 100 POINTS |
|----------------------------|---|-------------------------|
| (1) | CRITERION 1: Experience with Affordable Multifamily or Supportive Housing funded through LIHTC, HUD or WHTF | 25 |
| (2) | CRITERION 2: Project Management | 25 |
| (3) | CRITERION 3: Staff Capability and Availability | 20 |
| (4) | CRITERION 4: Construction Administration | 20 |
| (5) | Preference for New Mexico Resident Business | 5 |
| (6) | Preference for Women and Minority Owned Businesses | 5 |
| | Total Points | 100 |

1.5 **OWNER'S RESERVATION OF RIGHTS**

The Owner reserves the right to reject any or all Qualifications and Respondents. The Owner may re-solicit for new Qualifications or reject any or all Respondents temporarily or permanently.

The Owner may, in the evaluation of Qualifications, request clarification from Respondents regarding their Qualifications, obtain additional material or literature, and pursue other avenues of research as necessary to ensure that a thorough evaluation is conducted.

The Owner may waive any or all formalities or technicalities or accept the firms(s) who the Owner in its sole discretion determines to be most qualified.

1.6 ACCEPTANCE OF EVALUATION METHODOLOGY

By submitting Qualifications in response to this RFQ, the Respondent accepts the evaluation process. The respondent accepts that determination will require subjective judgments by the Owner.

SECTION 2 – SCOPE OF PROJECT

2.1 SERVICE CATEGORIES

Architectural Services will be required in the following categories. One or multiple Architects may be selected to provide one or more architectural services fulfilling the following categories.

1. Conceptual Design: Study of one or multiple sites for density and unit capacity of the site to determine the number of dwelling units per site. Strategize a design concept to meet City of Albuquerque Department of Metropolitan Redevelopment (MRA) and/or Department of Health, Housing and Homelessness (HHH) Request for Proposal (RFP) funding application requirements for US Department of Housing and Urban Development (HUD) or Workforce Housing Trust Funds (WHTF), or similar funding source application. Coordinate with the Owner's consultant for LEED-H certification and HERS rating requirements, and zoning and entitlement compliance.
2. Schematic Design: Develop a schematic design package to meet the requirements of a 4% or 9% Low Income Housing Tax Credit (LIHTC) submittal to the Housing NM (formerly MFA) including any requirements from other funding sources. Coordinate with the Owner's consultants for LEED-H certification and HERS rating requirements, and zoning and entitlement compliance.
3. Acquisition and Rehabilitation: Evaluate an existing multifamily building or existing commercial building for conversion into a multifamily or mixed-use housing community. Provide a Capital Needs Assessment, measured drawings, building code evaluation, Conceptual Design, and/or Schematic Design.

4. Construction Documents/Administration: Continue the Conceptual or Schematic Design package for New Construction or Rehabilitation into Design Development, Construction Documents for building permit, Bidding and Negotiation and Construction Administration as defined in the AIA B109-2020 Standard Form of Agreement between the Owner and the Architect for Multifamily Housing and Mixed-Use Development. Construction phase services to include two (2) site visits per month plus weekly OAC conference calls per month. Architectural services include negotiation with a single general contractor and working with the selected contractor to develop the construction documents including services for value engineering, LEED for Homes coordination with a Green-rater and HERS rater (rater services contracted with the Owner). Scope shall include basic architectural, landscape, interiors, structural, mechanical, plumbing, and electrical engineering consultants. Interior design is limited to material finish selections and basic space design for community amenities, with FFE available as an additional service. Entitlements and Civil engineering may be under separate contracts with the Owner, and the Owner may request the architect to bring under contract an Exterior Enclosure, Acoustic and/or Accessibility consultants during design and construction. The architect will need to coordinate with the Owner's consultant for LEED-H certification and HERS rating of 55 or better (or current design guideline). Pre-engineered wood trusses, fire protection systems, post-tensioned slab design (if required) and irrigation may be delegated design systems under contract with the general contractor.

2.2 PROJECT PLANNING SCHEDULE

Proposed key project schedule milestones:

| | |
|--------------------------------|--|
| RFQ Responses Due | March 14, 2025 |
| Qualifications Awards | March 21, 2025 |
| On-Call Architectural Services | March 24, 2025, to March 30, 2027 |

SECTION 3 – REQUIREMENTS FOR QUALIFICATIONS RESPONSES

3.1 CRITERION 1: EXPERIENCE WITH MULTIFAMILY HOUSING

- 3.1.1 Provide a written description of your experience designing and producing Construction Documents for Affordable Multifamily Housing Projects and/or Supportive Multifamily funded in part with Low Income Housing Tax Credits (LIHTC), HUD or Workforce Housing Trust Fund (WHTF) within the last 10 years of the date of this RFQ. Respondents must show at least one (1) project that has achieved substantial completion through construction within the last 10 years of the date of this RFQ. Describe each building type (garden-style walk-up, townhome, 4-story, 5 or 6 story over podium) you have experience with.

- 3.1.2 The following should be addressed within this description:
- a. Project name and location
 - b. Funding sources and allocating agency
 - c. Year completed
 - d. Short description of project
 - e. Names, addresses, and phone numbers of Owner and/or Owner's project manager
 - f. Names, addresses, and phone numbers of general contractor, project manager
 - g. Construction cost with total change orders in percentage of the final cost, and whether or not it was completed on time.
 - h. Describe project hurdles and how you addressed them to meet LIHTC, HUD and/or WHTF requirements.

3.2 CRITERION 2: PROJECT MANAGEMENT

- 3.2.1 Describe your management and organization approach to the Service Categories. The following should be addressed within this description:
- a. Description of Architect's project management approach to achieve the Owner's deadlines for funding applications to MFA, MRA or HHH, submit and complete documents for building permit and financial closing, and provide a thorough and timely construction closeout.
 - b. Describe the project management tools used for project management and how often they will be shared/tracked with the Owner, as well as how you will gather timely Owner feedback and decision-making.
 - c. Describe your communication and issue tracking procedures for items concerning the Owner, and the frequency your project manager will check in with the Owner on project and team performance.

3.3 CRITERION 3: STAFF CAPABILITY AND AVAILABILITY

- 3.3.1 Provide an organization chart that explains team member responsibilities for all possible On-Call Architectural Services listed in this RFQ.
- 3.3.2 Name of the Project Team Leader in charge of Service Categories and their availability to work on the Project during the duration of the On-Call Services.
- 3.3.3 Provide the resumes of all people to be assigned to the Project with their prospective roles identified and availability to work on the Project during the duration of the On-Call Services.

3.4 CRITERION 4: CONSTRUCTION ADMINISTRATION

- 3.4.1 Describe your role during construction administration to assist the Owner in evaluating change orders, reviewing product submittals to meet the Owner's project requirements, and conduct site visits while limiting rework and schedule over-runs.
- 3.4.2 Describe how you will maintain team and project knowledge continuity during construction administration?
- 3.4.3 Describe how you will represent the Owner's interests and concerns during construction administration, and what tools you will utilize to hold the contractor accountable to correct deficiencies in a timely manner, and track/monitor/assist the schedule of completion.
- 3.4.4 Describe your punch list and closeout procedures for a multifamily property with lessons learned from previous projects.

SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 GENERAL INSTRUCTIONS

- 4.1.1 Submittal shall include the title and number of the RFQ, and contents shall be included in a Table of Contents and bookmarked.
- 4.1.2 Respondents shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed. Incomplete Qualifications may be considered non-responsive and subject to rejection.
- 4.1.3 Qualifications and any other information submitted by Respondents in response to this RFQ shall become the property of the Owner and are at the sole cost and expense of the Respondent.
- 4.1.4 Receipt of an addendum to the RFQ by a Respondent must be acknowledged either: (a) including acknowledgment of the addendum in the email correspondence submitting the Qualifications or (b) within an attached cover letter or included within your Qualifications offer.
- 4.1.5 Identified in Section 3 of this RFQ will be used by the Owner for evaluation.

4.2 SUBMISSION/RESPONSE

- 4.2.1 Qualifications shall be in PDF form and primarily formatted for printing on letter-size (8-1/2" x 11") paper. Legal (8-1/2" x 14") or 11" x 17" sheets are acceptable

for supplementary informational items such as project schedules and images, renderings or drawing samples. The number of pages is limited to 25 pages for this RFQ.

- 4.2.2 The Respondents may submit additional attachments, but only the responses provided by the Respondents to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.
- 4.2.3 **Submit** one electronic copy (PDF) of your offer to Miriam Hicks, Sol Housing's Procurement Manager at miriam@solhousing.org. The official date and time of receipt will be based on the return receipt received or an email response from the Procurement Manager. Sol Housing shall not be responsible for offers that are emailed but not received by the opening date and time specified in the solicitation.

END OF RFQ #SOL 02-26-25