

**Winder Housing Authority
Request for Qualifications
Architectural and/or Design-Build Services for the Winder Housing Authority Residential Construction Project**

General

The Winder Housing Authority is issuing this Request for Proposals (RFQ) to architecture and/or design-build firms experienced in the development of architecture plans, construction documents, and bid documents for new construction of single-family housing. Winder Housing Authority Construction Project includes the construction of between five to eight single-family units that will be sold to low- and moderate-income home buyers. These single-family housing units will either be configured as townhomes or as a “pocket neighborhood” of small single-family cottages. Responding firms should be technically qualified and licensed to provide these services and experienced in the preparation of plans for federally funded projects. Services provided will include the preparation of a Preliminary Architectural Report and further design services if a Community HOME Investment Program (CHIP) grant, or other Federal or State funding, is awarded.

Background

The Winder Housing Authority is planning to apply for the Community HOME Investment Program (CHIP) to assist with the new construction of three to four single-family housing units for low- to middle-income home buyers in the City of Winder.

Administration

The RFQ is issued by the Winder Housing Authority with technical assistance provided by the Northeast Georgia Regional Commission (NEGRC).

Evaluation

Procedures for selection of an individual or firm will be in accordance with local government requirements, the Common Rule Selection Process, and HUD administered regulations. All Statements of Qualifications will be evaluated in terms of project approach, timing, experience, quality of work, capacity to perform, and costs. Prior experience in similar projects and qualifications of principal staff should be included. Past performances on similar projects, and planning and design will also be reviewed for project timeliness, completing work within budget, quality of work and other factors such as knowledge of community. Experience working with local governments or public housing authorities and qualifications desired include, but are not limited to, preparation of architectural plans for new housing construction, federally funded projects, building assessments, and estimations of plan implementation costs.

Information Required

The statement of qualifications shall contain the following:

- A. History of firm and resources
- B. HOME/CHIP experience, including any other DCA or HUD grant programs
- C. Key personnel/qualifications
- D. Current workload
- E. Scope and level of service proposed
- F. Experience with similar projects and list of references
- G. Fees and/or Percentages (if any) associated with the Preliminary Architectural Report (PAR), and Design and Construction Management Services, if the project is funded. **The draft PAR would be needed no later than February 24, 2023.**
- H. Errors and Omissions Insurance
- I. Statement of Qualifications Form (*Provided by Northeast Georgia Regional Commission*)
- J. Section 3 Certification Form (*Only Submit with your Qualifications if you are claiming Section 3 Status.*)

Selection Process

The procedure being followed is a request for qualifications followed by a review, ranking, and selection by the Winder Housing Authority. An invitation to conduct the project will be issued to the selected firm and all RFQ respondents will be notified of selection or non-selection at the appropriate time.



Schedule

November 29, 2022: Request for Qualifications Published

January 4, 2023: Qualifications received (deadline)

January 9, 2023: Vendor List prepared

January 11, 2023: Vendors reviewed by the Winder Housing Authority

January 13, 2023: Vendors selected by Winder Housing Authority

This schedule is approximate. All items except the receipt date for qualifications statements will be subject to change at the discretion of the Winder Housing Authority and/or the NEGRC.

Procedures for Submission of Statement of Qualifications

All interested parties should request copies of the Statement of Qualifications Form and Section 3 Solicitation Package prior to preparing and submitting their qualifications. Four hard copies of the statement of qualifications must be received by the NEGRC no later than **5:00 p.m. E.S.T., January 4, 2023**. Late submissions will be returned unopened. Facsimile and emailed submittals will not be accepted. Statements of qualifications (4 hard copies) should be sent directly to:

Phillip Jones, Community Planner
Northeast Georgia Regional Commission
305 Research Drive
Athens, GA 30605-2795
706 369-5650
pjones@negrc.org

The statement of qualifications must be accompanied by a cover letter stating the name and role of the primary consultant and any sub-consultants. It should be signed by officers of the prime and subcontractors, if applicable, with the authority to submit a statement of qualifications from their respective firms.

General questions regarding this RFQ should be emailed to: pjones@negrc.org. Questions and answers will also be published on www.negrc.org.

Miscellaneous Provisions

- A. All contracts are subject to Federal and State contract provisions prescribed by the Georgia Department of Community Affairs. This project is covered under the requirements of Section 3 of the HUD Act of 1968, as amended and Section 3 Business Concerns are encouraged to apply.
- B. The Winder Housing Authority also abides by the following laws as they pertain to HUD Assisted Projects: *Title VI of the Civil Rights Act of 1964; Title II of the Cranston-Gonzalez National Affordable Housing Act; Title VII of the Civil Rights Act of 1968 (Fair Housing Act); Title II of the Americans with Disabilities Act of 1990 (ADA); and the Architectural Barriers Act of 1968.*
- C. Neither the NEGRC nor the participating organizations shall be responsible for any costs incurred in the preparation of the statement of qualifications or other related activities.
- D. All questions shall be submitted in writing (e-mail is acceptable). All questions and responses will be shared with all requesting firms responding to this RFQ before the stated deadline.
- E. All materials submitted in connection with this RFQ will be public documents and subject to the Open Records Act and all other laws of the State of Georgia and the United States of America, and subject to the open records policies of the Northeast Georgia Regional Commission. All such materials shall remain the property of the Northeast Georgia Regional Commission and will not be returned to the respondent.
- F. All respondents to this RFQ shall hold harmless the Northeast Georgia Regional Commission, the participating organizations, and any of their officers and employees from all suits and claims alleged to be a result of this RFQ. The issuance of this RFQ constitutes only an invitation to present qualifications. The Northeast Georgia Regional Commission reserves the right to determine, at its sole discretion, whether any aspect of a respondent's submittal meets the criteria in this RFQ. The Northeast Georgia Regional Commission also reserves the right to seek clarifications, to negotiate with any vendor submitting a response, to reject any or all responses with or without cause, and to modify the procurement process and schedule. In the event that this RFQ is withdrawn or the project canceled for any reason, the Northeast Georgia Regional Commission and participating organizations shall have no liability to any respondent for any costs or expenses in connection with this RFQ or otherwise.

