

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL DESIGN SERVICES
FOR AN
ADMINISTRATION BUILDING**

The Housing Authority of the City of Bremerton (BHA) solicits a request for a Statement of Qualifications for Architectural Design Services for the design of an administration building. The administration building will be part of the Westpark redevelopment and shall be located throughout the 74 acre park. BHA will be awarding one (1) contract.

A. Project Description

Westpark is a 74-acre residential housing community consisting of approximately 571 low-income multi-family units; composed of single family homes and duplexes. BHA is proposing to redevelop the entire 74-acre site into a mixed income, mixed use community consisting of several components including: a village center, affordable rental apartments, low-income housing, affordable and market-rate 'for-sale' attached and detached single family homes. The successful respondent shall be engaged to provide design services for the administration building portion of the redevelopment. Architectural design work is scheduled to begin on or about April 1, 2007.

The new Westpark is envisioned as an urban mixed-use, mixed-income pedestrian oriented community. It will be characterized by a variety of types and styles of housing to meet the needs of a range of income groups. Accommodating these groups will help to de-concentrate low income housing in Bremerton. Retail and commercial uses will provide for some of the everyday shopping needs of residents, as well as provide some job opportunities.

The Comprehensive Plan designates the site as a Public Sector Redevelopment Site (PSRS). This designation required an area specific plan be developed. On February 7, 2007 the Bremerton City Council adopted the Westpark Subarea Plan as the zoning and development document for the 74 acre site. The Subarea Plan is intended to provide the road map for redevelopment and articulates the vision, goals and objectives for redevelopment of Westpark and embodies the policies of the City of Bremerton Comprehensive Plan, which it supplements. The Plan also establishes zoning standards and design guidelines which will guide the preparation of future site development plans, subdivisions and building permits by applicants. Review of plans will be by the City of Bremerton and the Westpark Design Review Committee.

B. Scope of Services

The Housing Authority of the City of Bremerton anticipates that the selected consultant will provide the following architectural design services:

1. Provide the normal professional architectural services required for the design and construction of an administration building. Including: Architectural, programming, cost estimating, structural engineering, MEP, construction administration, landscaping and interior design.
2. Project shall include the following:
 - a. An administration building for the Housing Authority of the City of Bremerton to replace their existing building slated for demolition as part of the overall redevelopment. The building will be constructed during phase II. Phase II is currently scheduled to begin construction on or about July 2008. Note: Dates for construction are anticipated and are subject to change.

C. Submittal Deadline

Statements of Qualifications must be received by Marathon Development, Inc. by close of business, **5:00PM** on **March 9, 2007**. They may be mailed or delivered to the address listed below. Statements of qualifications may not be faxed or E-mailed. Please direct all questions to Kathryn Jerkovich of Marathon Development, Inc.

Marathon Development, Inc.
ATTN: Kathryn Jerkovich
12600 SE 38th St Ste 235
Bellevue, WA 98006-5232
(425) 747-9952
kjerkovich@marathondev.com

D. Submittal Requirements:

1. Letter of Interest: The cover letter shall briefly summarize the firm's qualifications and past experience relevant to the scope. A principal or officer of the firm authorized to execute contracts or other similar documents on the firm's behalf must sign the letter.
2. Evidence of firm's ability to perform the required services
 - a. Outline your firm's experience on the scope of work required for the appropriate discipline.
 - b. Describe your firm's overall approach, including organization and work tasks necessary to accomplish the objectives.
 - c. If it is your firm's practice to have any specific sub-category(ies) of the Scope of Work, as described in Section B of this RFQ, performed by sub-consultant(s), please identify the sub-consultant(s) you anticipate using for a Contract, indicate their specific role(s), and outline their experience on similar or related work.
 - d. Describe your firm's overall approach, including organization and work tasks necessary to accomplish the objectives.
 - e. Describe your quality control process.
 - f. Note any activity in societies and/or institutes which would aid you or your firm in maintaining current state of the art expertise in your field.
3. Qualifications/expertise of the key personnel on the team; and evidence of availability of staffing to begin immediately upon award of Contract
 - a. Provide a list of key personnel, including sub-consultants indicating the specific role of each, and clearly identify the Project Manager.
 - b. Provide a professional resume for each of the named key personnel, indicating the extent of his/her experience on projects related to this type of work. Each of the key personnel suggested for use on projects must have current professional registration or certification and, if applicable, be currently licensed with the State of Washington
 - c. Identify the specific FTEs available upon the date of award of Contract (assume 15 working days following closing date of RFQ) for each identified team member, projected out 12 months from award date.
4. Past performance and record of successful completion of similar work.
 - a. Describe any previous projects (firm and individual) of similar scope, and provide specific description of specific responsibility on such projects.
 - b. Note any information useful in demonstrating successful results on prior projects.

5. Low-income resident employment
 - a. Outline your firm’s plan to provide employment opportunities to BHA or other low-income residents (see item H2 below)

6. Attachments:
 - a. Resumes: Include resumes of all key personnel that will work directly with or on BHA projects.
 - b. Provide a list of recent client references.

E. Consultant Evaluation Criteria

Consultants’ SOQs will be evaluated based on the criteria listed in this section. In preparing the SOQ, it is important to clearly demonstrate expertise in the areas described in this document. SOQs must demonstrate expertise and firms must have available adequate quantities of experienced personnel in all of the areas described in the appropriate discipline either through in-house staff or with sub-consultants.

Firms are encouraged to identify and clearly label in their SOQ how each criterion is being fully addressed. Evaluation of responses to this RFQ will be based only on the information provided in the SOQ package, and if applicable, interviews, and reference responses. BHA reserves the right to request additional information or documentation from the firm regarding its SOQ documents, personnel, or other items in order to complete the selection process.

The following criteria with a point system of relative importance with an aggregate total of 100 points will be utilized to evaluate the qualifications of each firm:

Evaluation Criteria		Weighting
1	Evidence of firm’s ability to perform the required services	35
2	Qualifications/expertise of the key personnel on the team;	30
3	Past performance and record of successful completion of similar work.	25
4	Evidence of availability of staffing to begin to immediately upon award of Contract	20

F. Submission Requirements

1. Upon receipt of each SOQ, Marathon Development, Inc. will date-stamp it to show the exact time and date of receipt. Upon request, Purchasing will provide the firm with an acknowledgment of receipt. All SOQs received will become the property of the Marathon Development, Inc. and will not be returned.

2. Required Number of Copies: Firms responding to this RFQ shall submit one original SOQ along with copies of the SOQ to the address indicated in Section C of this RFQ.

3. Rights Reserved by BHA: BHA reserves the right to waive as informality any irregularities in SOQs and/or to reject any or all Submittals.

G. Selection Process

1. All responses to this RFQ will be screened for eligibility. As time permits, a selection panel will rate eligible responses, according to the criteria listed above, and may conduct reference checks as part of the process. If there is insufficient information, BHA reserves the right to request additional information, and to interview firms to discuss their SOQs. Any protest of the selection process shall be resolved in accordance with BHA's Procurement Policies.
2. This solicitation does not obligate BHA to award contract to any respondent. BHA, at its option may BHA reserves the right to waive as informality any irregularities in SOQs and/or to reject any or all Submittals.
3. This solicitation does not obligate BHA to award contract to any respondent. BHA, at its option may BHA reserves the right to waive as informality any irregularities in SOQs and/or to reject any or all Submittals.
4. If BHA awards a firm the contract to provide architectural services, the successful firm shall be issued in writing a Notice of Award. The successful firm shall execute an agreement acceptable to BHA within 60-days from the date of Notice of Award. Failure by the successful firm to execute an agreement within the stipulated 60-day period shall constitute non-conformance with the RFQ, allowing BHA to unilaterally withdraw and terminate such award.
5. Selection Timeline:

SOQ Deadline:	March 9, 2007
Consultant Shortlist:	March 14
Consultant Interviews:	March 19 & 20
Consultant Selected:	March 23

H. Administrative Information

1. Minority-owned and Women-owned Business Enterprises: BHA strongly encourages minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to respond to this RFQ, to participate as partners, or to participate in other business activity in response to this RFQ.
2. Section 3 Requirements: Section 3 of the Housing and Urban Development Act of 1968 (hereinafter "Section 3") requires BHA to the greatest extent feasible to provide employment opportunities to Section 3 residents. Section 3 residents include residents of BHA communities and other low-income residents of Bremerton. Each Consultant is required to submit prior to execution of any contract a Resident Employment Plan that will result in hiring Section 3 residents to perform the work contemplated by this RFQ, and a Section 3 Business Certification form.
3. Basic Eligibility: Any successful Consultant must be licensed to do business in the State of Washington and must have a state Unified Business Identifier (UBI) number. In addition, the successful Consultant must not be debarred, suspended, or otherwise ineligible to contract with BHA, and must not be included on the General Services Administration's "List of Parties Excluded From Federal Procurement and Nonprocurement Programs" or the Department of Housing and Urban Development's "Limited Denial of Participation" list.

4. **Payment Requirements:** Firms should be aware that BHA will only make payments on Work Orders after the work being billed has been completed, and will pay reimbursable expenses to the firm only upon receipt of an invoice for the reimbursable expenses. No advance payments will be made to the firm; who must have the capacity to meet all project expenses in advance of payments by BHA.
5. **Approval of Sub-Consultants:** BHA retains the right of final approval of any sub-consultant of the selected firm who must inform all sub-consultants of this provision.
6. **Documents Produced:** All construction drawings, reports, specifications, and other documents produced under contract to BHA must be submitted to BHA in both hard copy and a digital format that meets BHA's requirements, using Microsoft Office or AutoCAD products. All documents and products created by the firm and their sub-consultants shall become the exclusive property of BHA. BHA respects the confidentiality of the information provided in the statements of qualifications. However, the Statements of Qualifications may be subject to freedom of information requirements.

I. General Insurance Requirements:

1. Prior to undertaking any work under this Contract, the Consultant shall procure and maintain continuously for the duration of this Contract or associated Work Orders, at no expense to BHA, insurance coverage as specified below, in connection with the performance of the work of this Contract by the Consultant, its agents, representatives, employees and/or subcontractors.
2. The Consultant's insurance shall be primary as respects BHA, and any other insurance maintained by BHA shall be excess and not contributing insurance with the Consultant's insurance.
3. Except with respect to the limits of insurance, and any rights or duties specifically assigned to the first named insured, the Consultant's Commercial General Liability and Commercial Automobile Liability insurance coverage shall apply as if each named insured were the only named insured, and separately to each insured against whom claim is made or suit is brought.
4. Failure of the Consultant to fully comply with the insurance requirements of this Contract will be considered a material breach of contract and, at the option of BHA, will be cause for such action as may be available to BHA under other provisions of this Contract or otherwise in law, including immediate termination of the Contract.
5. **Required Insurance Coverage:** The following are the types and amounts of insurance coverage that must be maintained by the Consultant during the term of this Contract. BHA reserves the right to increase or otherwise change insurance requirements in accordance with the scope of work of any Work Order to this Contract. The Consultant must provide acceptable evidence of such coverage prior to beginning work under this Contract or associated Work Orders.
 - a. **Commercial General Liability Insurance.** A policy of Commercial General Liability insurance including bodily injury, property damage, and products/completed operations, written on an occurrence form, with the following minimum coverage:
 - \$1,000,000 each occurrence/aggregate

Coverage shall extend to cover the use of all equipment on the site or sites of the work of this Contract. In the event that the services to be provided under this Contract involve the Consultant's contact with minor children, the Consultant shall provide evidence that sexual misconduct coverage has not been excluded from the policy and is covered under the policy. Acceptable evidence of sexual misconduct coverage must include an endorsement and policy excerpt(s) and is subject to approval by BHA's Risk Manager.

- b. Employers Liability or Washington Stop Gap Liability. A policy of Employers Liability or a Washington Stop Gap Liability insurance endorsement with the following minimum coverage:
 - \$1,000,000 each accident
- c. Commercial Automobile Liability Insurance. A policy of Commercial Automobile Liability Insurance, including coverage for owned, non-owned, leased or hired vehicles written on an insurance industry standard form (CA 00 01) or equivalent, with the following minimum coverage:
 - \$1,000,000 combined single limit coverage
- d. Professional Liability Insurance: A policy of Errors and Omissions Liability Insurance appropriate to the Consultant's profession. Coverage should be for a professional error, act, or omission arising out of the scope of work as described in Attachment 1 — Scope of Work to a Work Order, with the following minimum coverage:
 - \$1,000,000 per Claim/Aggregate

If the Professional Liability Insurance policy is written on a claims made form, the Consultant warrants continuation of coverage, either through policy renewals or the purchase of an extended reporting period ("tail") for a minimum of three years from the date of completion of the work authorized by the Contract. In the event that the Consultant is authorized to engage subcontractors, each subcontractor shall provide evidence of separate professional liability coverage equal to the levels specified above, unless such requirement is waived in writing by BHA.

- e. Workers Compensation. A policy of Workers Compensation. As respects Workers Compensation insurance in the State of Washington, the Consultant shall secure its liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington (RCW). If the Consultant is qualified as a self-insurer in accordance with Chapter 51.14 RCW, the Consultant shall so certify by a letter signed by a corporate officer, indicating that it is a qualified self-insured, and setting forth the limits of any policy of excess insurance covering its employees, or any similar coverage required.
- f. Additional Insured Endorsement: The Bremerton Housing Authority must be named as an Additional Insured on a primary and non-contributory basis on all Commercial General

Liability policies of the Consultant. A policy endorsement (form CG20 IOB or equivalent) must be provided to BHA as evidence of additional insured coverage.

6. Proof of Insurance and Insurance Expiration: The Consultant shall furnish certificates of insurance and policy endorsements as evidence of compliance with the insurance requirements of the Contract. Such certificates and endorsements must be signed by a person authorized by that insurance company to bind coverage on its behalf
7. The Consultant shall include all subcontractors at any tier as insureds (except for Professional Liability insurance). Alternatively, the Consultant shall:
 - a. Obtain from each subcontractor not insured under the Consultant's policy or policies of insurance, evidence of insurance meeting all the requirements of this Contract, and
 - b. Maintain such evidence on file for a period of one year after the completion of this Contract and, upon request, submit such evidence to BHA for examination, and
 - c. Ensure that the Consultant's coverage of subcontractors under the Consultant's policies is not excluded by any policy provision or endorsement.
8. The Consultant's insurance shall not be reduced or canceled without thirty (30) days prior written notice to BHA. The Consultant shall not permit any required insurance coverage to expire during the term of this Contract.
9. BHA reserves the right to require complete, certified copies of all required insurance policies at any time during the term of this Contract, or to waive any of the insurance requirements of this Contract at its sole discretion.
10. Carrier Review and Approval Authority: Insurance policies, deductibles, self-insured retentions, and insurance carriers will be subject to review and approval by BHA. All insurance shall be carried with companies that are financially responsible. Generally, except for Professional Liability Insurance coverage, all carriers of insurance or reinsurers must have and maintain a rating of "A VII" or better as identified in the A. M Best Insurance Rating Guide, most recent edition. Insurance carriers or reinsurers who do not have a rating of "A VII" or better may not be used without written approval of BHA's Risk Manager.

End of RFQ