

**RFP 2020-4001;  
GENERAL ARCHITECTURAL SERVICES  
ATTACHMENT A: SCOPE OF WORK**



The Cincinnati Metropolitan Housing Authority (the Authority) is seeking proposals from qualified, licensed entities to provide the following Architectural Services for projects of various scope and size at properties and communities within Hamilton County, Ohio. Services will include, but are not limited to typical Architectural services pertaining to assessment, design, new construction, planning and rehabilitation of commercial properties and residential housing and communities with the goal to be an asset to Hamilton County.

The Authority intends to create an inventory (or “pool”) of Firms to provide Architectural Services. The Pool will consist of various Firms which will be available on an as-needed basis to provide Services as requested by the Authority and the actual number of participants chosen will depend on the number of qualified proposals received. Selection as a participant of the Pool is not a guaranty of the type or amount of assignments for which a participant may be selected as there will be no guaranteed minimum or maximum amount of work awarded.

Proposers selected to participate in the Pool will be assigned work at the discretion of the Authority taking into consideration the quality of work, availability, manpower, timelines and other items of importance. The Authority will attempt to match each assignment to the firm best suited for a given project, which will be determined at the sole discretion of the Authority. The Authority will also determine the number of projects any firm will be assigned at any given time or duration. Upon such determination, the Authority will negotiate the specific work to be performed and the cost of the work. If a satisfactory negotiation cannot be reached, the Authority reserves the right to discontinue negotiation and negotiate the work with another qualified firm from the pool. Time frames will be established by CMHA to meet project and funding requirements. CMHA will work with the firms when possible to establish a mutually beneficial project time period.

Pool Participant(s) are not expected to have expertise in all areas in which the Authority may need assistance. Rather, it is intended that the Pool be balanced, consisting of numerous participants with varying ranges of expertise. Pool Participants may be asked to perform some or all of the specifications described in the Scope of Services. Time is of the essence with regard to Pool Participants' availability for and performance of the assignments.

**2.1 General Specifications:** Services will include, but are not limited to, typical Architectural services pertaining to:

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- 2.1.1** Site plans and site planning;
- 2.1.2** Architecture and general engineering to include single, multifamily and commercial structures;
- 2.1.3** Landscape Architecture;
- 2.1.4** Green Building, Integrative design process/approach, LEED Certification Projects;
- 2.1.5** Life cycle analysis of built environments (life cycle is to be taken into consideration for all products left in place or installed. The goal is to produce buildings which need minimal attention over the next 20 years);
- 2.1.6** Cost estimating. Cost estimates are to be provided in a timely fashion to allow for altering of scope to remain in budget;
- 2.1.7** Construction contract administration/monitoring;
- 2.1.8** Development of drawings and specifications;
- 2.1.9** Completion of Ohio Housing Finance Agency (OHFA) documentation for the Housing Tax Credit program such as the Design and Construction Features Agreements, Creative Design Form, Architect Certification, Universal Design Narrative and other architectural documents required for the funding application. Refer to OHFA's website for additional information: <http://ohiohome.org/lihtc/documents.aspx>;
- 2.1.10** Development of energy reduction criteria such as completion of the Enterprise Green Communities Criteria Checklist; Insure green Community Certification is received with-in six months of construction completion
- 2.1.11** Apply for and obtain building permits. Insure that that all plans and specifications have been reviewed by appropriate third party reviewers including but not limited to IE, MSD, IBI, Water works.

**2.2 Phases of the Architecture Services Shall Consist of:**

All projects will be broken out into phases. CMHA may conduct the Post Completion/Warranty Phase rather than the selected consultant(s).

- 2.2.1** Schematic Design/Preliminary Study Phase (30% Submission). – Drawings and specifications are to be 30% complete. See HUD Form 51915 Section A.1.2.1 (Attachment G) for a more detailed description. All other items required for a 9% tax credit submission are to be completed.
- 2.2.2** Design Development Phase (80% Submission) – Drawings and specifications are to be 80% complete. All other items required for tax credit submission are to be completed. See HUD Form 51915 Section A.1.2.2 (Attachment G) for a more detailed description.
- 2.2.3** Bidding, Construction and Contract Document Phase (100% Submission) – Drawings and specifications are to be 100% complete. Bid packages are

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to be 100% complete. Bid support costs should also be included. See HUD Form 51915 Section A.1.2.3 (Attachment G) for a more detailed description.

- 2.2.4** Bidding and Award Phase - See HUD Form 51915 Section A.1.2.4 (Attachment G) for a more detailed description.
- 2.2.5** Construction Phase – Include all construction support items: inspections, submittal review, RFI responses, etc. See HUD Form 51915 Section A.1.2.5 (Attachment G) for a more detailed description.
- 2.2.6** Post Completion/Warranty Phase. See HUD Form 51915 Section A.1.2.6 (Attachment G) for a more detailed description.

- 2.3 Design Product:** The design product shall meet all State and Federal requirements as well as all Cincinnati/Hamilton County of Ohio Building Code requirements and shall conform with all applicable local codes, ordinances, regulations and standards, including HUD's Section 504 program; UFAS, ADA and ANSI requirements. The design shall also include coordination with the Authority's environmental engineering firms for the abatement of asbestos, lead-containing building materials and mold as well as demolition of existing structures. Demolition activities will occur as part of the renovations; no buildings will be demolished.

CMHA will procure the inspections for lead and asbestos containing material. Removal of the materials is to be called out in the construction documents. The abatement plans are to be developed by the abatement company as required by code. CMHA will also procure Radon testing if required.

- 2.4 Projects:** The Authority anticipates possible projects which may be pursued with the selected firms including:

- 2.4.1** Comprehensive Modernization of Public and Affordable Housing properties which include single and multi-family as well as high rise (4 or more stories) and buildings with elevators.
- 2.4.2** Site improvements including driveways, sidewalks, site lighting, landscaping, retaining walls, out buildings, drainage and fencing.
- 2.4.3** Moderate Rehabilitation of single and multi-family properties for the creation of energy efficient Green communities.
- 2.4.4** Predevelopment, new construction, and gut rehab.
- 2.4.5** Design Work – Architectural, MEP and structural upgrades to the interior and exteriors of various buildings at a variety of properties.
- 2.4.6** Roofing at various properties.
- 2.4.7** Rehabilitation of fire, water, mold, and wind damaged properties.
- 2.4.8** Upgrades of playgrounds.
- 2.4.9** Property assessments and/or forensic evaluations of structural, electrical, plumbing or other defects in single or multi-family housing.

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**2.4.10** Renovation of single family homes to address structural, electrical, plumbing and other defects.

For existing structures, AutoCAD drawings may not be available. All existing hard drawings and pdf or other electronic versions will be made available to the contractor.

**2.5 General Requirements**

**2.5.1 The Selected A/E shall:**

- 2.5.1.1** Coordinate design schedule on all assigned projects with the Authority.
- 2.5.1.2** Coordinate its schedule of work on all Task Orders with the Authority.
- 2.5.1.3** Provide adequate and proficient supervision throughout all phases of work.
- 2.5.1.4** Be responsible for any necessary permits, insurance, and compliance with safety regulations and guidelines applicable.
- 2.5.1.5** Specify details of delivery and/or performance in each individual Task Order.

**2.5.2 Regulatory:** Contractor(s) shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits required to provide the services under this RFQ.

**2.5.3 Qualifications, Licensing & Certification:** The professional(s) assigned shall be fully qualified and licensed as required by the jurisdiction in which the service is to be performed and the license shall be current and in good standing. Copies of the licenses and certifications shall be placed under Tab 3. Architects shall provide a Certificate of Authorization from the Ohio Architects Board and/or Ohio Landscape Architects Board. Engineers and surveyors shall provide a Certificate of Authorization from the State Board of Registration for Professional Engineers and Surveyors. Registration of the firm as a business with the applicable Secretary of State shall be provided. Licenses are to remain current and in good standing throughout the term of the contract agreement and provided to the Authority upon request.

**2.5.4 Product Quality Standard:** Contractor shall provide goods and/or services that meet or exceed acceptable and/or applicable industry, government or certifying agency (Ohio Architects Board, Ohio State Board of Registration for Professional Engineers and Surveyors AIA, LEED, etc.) standards and in all cases meet or exceed the requirements of HUD and the Authority and be consistent with the Authority's Gold Performance Standards.

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- 2.5.5** Respondents should have a good understanding of HUD requirements and experience in multi-family residential properties. Respondents should also have experience with HUD's Rental Assistance Demonstration (RAD) program and OHFA Tax Credit requirements.

**2.6 Additional Services to be Provided:** In addition to those services noted above:

- 2.6.1** Attend conferences involving matters related to design and construction of the project when and as deemed necessary by the Authority.
- A.** The A/E may be required to interact and coordinate the design development with the residents as needed.
  - B.** The A/E shall prepare construction bid documents, in Auto-CAD format, after approval of the Schematic Design Documents.
- 2.6.2** Prepare a set of construction documents that will produce, with minimum changes, complete and usable facilities.
- 2.6.3** Coordinate design schedule on all assigned projects with the Authority.
- 2.6.4** CMHA may conduct 30%, 80% and final reviews of bid packages. Consultant is to allow 10 days for each review. Consultant is to attend a review meeting at the conclusion of each review period. Additional meetings may be scheduled as necessary through the course of the project.
- 2.6.5** Provide adequate and proficient supervision throughout all phases of work.
- 2.6.6** Provide detailed construction cost estimates. The estimates are to be provided at each review and modified as the project progresses. The estimate will be utilized to adjust project scope and ensure the project remains within budget.
- 2.6.7** Providing Construction administration assuring timeliness of the work, review and monitoring of the Construction Schedule, resolving technical issues, errors and omissions claims, minimizing change orders to be only owner initiated or for unforeseen circumstances and controlling overall construction costs.
- 2.6.8** Making modifications in drawings and specifications, and prepare change orders in accordance with procedures furnished by the Authority. Prepare a detailed cost estimate and analysis of proposals for all Construction Change Orders and prepare justifications for all change order requests. All change orders must be approved by the CEO prior to change order work being performed. In addition, per CMHA Procurement Policy, any change order, or the cumulative thereof, as a result of necessary additions or changes to a previously approved contract amount (firm, fixed price) that is 20% or higher of the original amount (regardless of cost) must receive Board approval.
- 2.6.9** Respond to RFI's and reviewing submittals in the specified time

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frame as determined by the Authority (i.e. 3 days, 5 days, etc.)

- 2.6.10** Assist with the preparation of documents for tax credit applications and adhere to the OHFA requirements. CMHA will submit LIHTC applications; the consultant shall assist by providing documents as required to complete the application. Consultant may be required to provide information about their firm or staff as required by the lending agency to enable CMHA to secure loans such as FHA loans.
- 2.6.11** CMHA may procure the HERS Rater. The HERS Rater will review and provide input on the designs. They will also perform the energy related testing and inspections required during construction.
- 2.6.12** Apply for all general building permits for assigned projects and shall pay the permit application fee. The construction contractor shall pay the general building permit fee. Plumbing, electrical or other related permits shall be obtained by the construction contractor. The consultant shall respond to all questions and provide revisions as required by the building department to obtain all permits.
- 2.6.13** Respond to all inquiries and prepare any addenda during the bid phase. CMHA will conduct the public bid opening. Consultant may attend at their option.
- 2.6.14** Provide assistance during construction including: RFI response, submittal review, site inspections, respond to change order requests, monitoring of the Construction Schedule, resolving technical issues, errors and omissions claims, minimizing change orders and controlling overall construction costs.

**2.7 Method of Award (Task Order):** The Authority will retain the right to contract with any of the responsive and responsible proposers as a result of this RFQ, which shall occur in the following manner (this is sometimes called “forming a pool” of contractors that the Authority may draw from):

- 2.7.1** The Authority will attempt to match each assignment to the Pool Participant best suited for a given task. This will be determined at the Authority’s sole discretion based on their understanding of the pool participant’s quality of work, availability, manpower, timelines/schedules and other items of importance that will be in the best interest of the Authority for that given assignment.
- 2.7.2** The Authority will also determine the number of assignments any contractor will be assigned at any given time or duration. Selection as a participant of the Pool is not a guaranty of the type or number of tasks for which a participant may be selected.
- 2.7.3** When the Authority has need of A/E design work, the Authority will contact the proposer best suited for the given task to ascertain as to whether or not that contractor is available to do the work within the reasonable time-frame the Authority has established for that work; if the firm is available within the Authority’s requirements, the Authority shall then, in conformance with all HUD requirements, attempt to



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negotiate a reasonable cost with the available firm. If such negotiations cannot be successfully concluded within 5 business days, the Authority shall retain the right to suspend negotiations with that firm and proceed to another proposer. Once the Authority has ended negotiations with the first firm selected for a given project, the Authority SHALL NOT again enter into negotiations with that firm pertaining to that task order. However, this shall not affect that firm's selection for any future task orders.

- 2.7.4** If the first proposer the Authority contacts is not available or the Authority is not able to successfully reach a negotiated cost with that proposer, the Authority will proceed to the next proposer most suited to the task and repeat the same negotiation process. The process may be repeated by the Authority until the Authority has successfully negotiated a reasonable cost.
- 2.7.5** The Authority reserves the right to conduct additional Requests for Qualifications for specific projects that the Authority, at its sole discretion, determines require specific Architectural experience or qualifications that may, or may not, be evident within the pool.
- 2.7.6** Task orders are typically in the \$15,000 to \$50,000 range, but can be from a few hundred dollars up to \$100,000 or more depending on the scope of the project.

**2.8 Performance Standards:**

- 2.8.1** If change orders exceed 10% of the quoted amount and the reason for the change was not caused by the Authority, the A/E firm's fees for that project will be reduced by 5%.
- 2.8.2** If the A/E does not meet the time requirements agreed upon when a project is accepted, the A/E firm's fees for that project will be reduced by 5%.
- 2.8.3** Failure to comply with all of the requirements of this solicitation may result in a reduction of the A/E firm's fee by 10% for that phase.
- 2.8.4** CMHA may waive the fee reductions at its discretion after discussing extenuating circumstances with the Contractor. Such waiver shall be in writing at the time of the service.

**3.0 Contract Term**

- 3.1** The Authority intends to enter into a one year contract with the option, at the Authority's sole discretion, to extend four one-year contracts with the successful offeror(s) selected to provide the services.

- 4.0 Indefinite Quantities Contract (IQC)** CMHA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFP, but will reserve the right to award work on an as-needed basis.

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- 4.1** Fees: No fees shall be discussed or proposed, either verbally or in writing, during the RFQ competitive solicitation process. CMHA will negotiate such fees with the top-rated proposer(s) per each project assignment. Further, as may be detailed herein, CMHA does not guarantee any minimum or maximum amount of work as a result of any award ensuing from this RFQ, but will reserve the right to award work on a task order, as-needed.
- 4.2** Guaranteed Contract Minimum Amount and Not-to-exceed Maximum Amount: As may be further detailed herein, as the ensuing contract will be an Indefinite Quantities Contract (IQC), which, pursuant to HUD regulation, requires CMHA to award the responsive and responsible contractor a Guaranteed Contract Minimum Amount (GCMA) and Not-to-exceed Maximum Contract Amount (NMCA) of work, those required minimum and maximum contract levels are: (a) GCMA: \$100; (b) NMCA: \$500,000 annually. CMHA reserves the right to adjust these amounts, if in its best interest to do so, prior to contract approval.
- 4.3** Exceptions Pertaining to the GCMA:
- The noted GCMA (but not the entire contract, only the restrictions pertaining to the set GCMA) will be null and void for any firm that chooses to reject a total of three requests from CMHA to be available for work during the contract period (including extensions) or if CMHA is not able to, a total of three times, reach a reasonable negotiated cost.
  - This clause does not pertain to any firm that, as detailed within the preceding Section, has had the GCMA declared null and void during the current contract period). If, during the final three months of the contract period, CMHA has not made a task order award to any contractor(s) in the pool that would ensure that award(s) to the contractor reaches the \$1,000 GCMA, CMHA shall retain the right to suspend the process detailed within Section 2.4 herein and complete an award directly to any such contractor, thereby reaching the GCMA (once the GCMA has been met, this exception is no longer available during that contract period and the procedure set is again in affect).