

**Harrisonburg Redevelopment and Housing Authority**  
**REQUEST FOR PROPOSALS**  
**Architectural and Design services**  
**Posted September 1, 2010**

**A. Introduction**

The Harrisonburg Redevelopment and Housing Authority (“the Authority”) seeks proposals from qualified architects/engineers for developmental and design documents for a 20,000 square foot medical complex for a Community Health Center on 3.1 acres located at Little Sorrel Drive in Harrisonburg, VA. The proposed project plans will be used by the Authority for rezoning and medical programming purposes.

Offerors submitting proposals to the RFP must not be debarred, suspended or otherwise prohibited from professional practice by any Federal, State or Local Agency.

Six proposals in response to this RFP are due no later than 12:00 noon (Eastern Standard Time) on September 24, 2010, and should be addressed as follows:

PROPOSAL: Community Health Center Project  
Michael G. Wong, Executive Director  
Harrisonburg Redevelopment and Housing Authority  
286 Kelly Street  
P.O. Box 1071  
Harrisonburg, VA 22802

Questions regarding this RFP should be directed prior to September 17, 2010 to Michael G. Wong, Executive Director, Phone 540-434-7386, Fax 540-432-1113 or email [wongway@harrisonburgrha.com](mailto:wongway@harrisonburgrha.com).

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THIS RFP AT THE OFFICES OF HARRISONBURG REDEVELOPMENT AND HOUSING AUTHORITY ON OR BEFORE THE STATED TIME AND DATE WILL BE SOLELY AND STRICTLY THE RESPONSIBILITY OF THE OFFEROR. HRHA WILL IN NO WAY BE RESPONSIBLE FOR DELAYS CAUSED BY THE UNITED STATES MAIL DELIVERY OR CAUSED BY ANY OTHER OCCURRENCE. NO FACSIMILIES WILL BE ACCEPTED.

The Authority reserves the right to reject any and all proposals.

9/8/2010

## **B. Background**

The Authority serves residents of the City of Harrisonburg by providing affordable housing for low-income families, including seniors and individuals with disabilities. The agency's mission and philosophy is:

To promote adequate and affordable housing economic opportunity and a suitable living environment free from discrimination; and to foster redevelopment of blighted areas to ensure the economic, social and housing vitality of our community.

### **Philosophy**

To treat all individuals with respect and dignity, to base all decisions on rational and provable data and to operate with efficiency in the delivery of all services.

The Harrisonburg Redevelopment and Housing Authority is a political subdivision of the Commonwealth of Virginia created pursuant to Title 36 of the Code of Virginia. An election was held in accordance with the Act on November 8, 1955, at which a majority of the qualified voters of the City voting in such election approved the need for a Redevelopment and Housing Authority to be activated in the City. The Authority was duly organized on November 29, 1955, and it has been in operation since that date without interruption.

The Authority operates under state enabling legislation and federal housing regulations of the Department of Housing and Urban Development (HUD). The Harrisonburg Redevelopment and Housing Authority manage 104 project based housing units and administer over 743 Housing Vouchers. It employs 24 individuals and operates on an annual budget of approximately \$13 million.

## **C. Solicitation**

The Authority is soliciting proposals from qualified architectural/engineering firms for developmental design services to assist in developing a Community Health Center in Harrisonburg, VA. The final product will be used by the Authority to address critical issues with the site and rezoning application, determine the best use of space for medical programming, and design specifications that will address neighborhood concerns with the proposed site. Though the scope of work does not include all of these elements, the successful offeror will have a working knowledge of and experience with developing medical facilities, experience working with HRHA and federal construction requirements.

9/8/2010

#### **D. Scope of Work**

1. Working closely with Authority, Community Health Center personnel and local government, for the development of master and site plan for the project. Elements of the assessment include:
  - Master Site plan. The consultant will create schemes that:
    - a. Address rezoning issues.
    - b. Encourage neighborliness and other desirable activities.
    - c. Blend with the surrounding neighborhood.
    - d. Are attractive and can be maintained to remain attractive.
    - e. Facility constructed to Leed standards.
  - Cost estimates for options
  - Two preliminary sketches showing general design intent for review by local zoning agency and project base housing application package.
2. Prepare, present, and discuss a draft report detailing findings and recommendations for review by HRHA and Community Health Center staff. The draft plans will include design drawings and explanatory text.
3. Prepare a final report detailing findings, sketches and new construction to be used for rezoning of the property.
4. Time is of the essence with this proposal. All work will need to be completed by October 5, 2010 to meet the November 2010 planning commission meeting deadline.

**E. Evaluation of Proposals**

Proposals will be evaluated and the contract awarded in accordance with U.S. Department of Housing and Urban Development procurement regulations, the “Procurement of Professional Services” provisions of the Virginia Public Procurement Act (Section 11-35 ff. of the Code of Virginia of 1950) and the Purchasing Policy of the Housing Authority. Any architectural/engineering firm, which has the capability to perform these services and desires to be considered for selection is invited to submit a proposal, which responds to the following evaluation factors and additional requirements of this RFP:

**1. Evaluation Factors**

<u>EVALUATION FACTOR</u>	<u>POINTS</u>
a. Demonstrated expertise in community health center design and successful completion of rezoning application.	20
b. Ability to meet time frame.	30
c. Description of the proposed evaluation process, work plan.	10
d. Relevant training, knowledge, experience and level of involvement of the principal(s) and proposed evaluation team.	10
e. Any non-binding fee estimate information that may be provided, including reimbursable expenses.	10
f. Proposal implementation schedule and project timeline.	10
g. MBE Participation.	<u>10</u>
TOTAL POSSIBLE POINTS	<u>100</u>

**G. Additional Requirements**

1. Submit a list of references of past clients for previous work of a similar nature for organizations of comparable size to the proposed scope of work.
2. Completed form HUD-5369-C (Certifications and Representations of Offerors: Non-Construction Contract). Click on the following to link to the form:  
[http://www.hudclips.org/sub\\_nonhud/html/pdfforms/5369-c.pdf](http://www.hudclips.org/sub_nonhud/html/pdfforms/5369-c.pdf)
3. MBE certification or similar documentation, if applicable.

Date: September 1, 2010