

**REQUEST FOR QUALIFICATIONS
ARCHITECTURAL/ENGINEERING FIRMS**

**PEABODY APARTMENTS
COLUMBUS, GEORGIA**

**PEABODY REDEVELOPMENT
PARTNERSHIP I, L.P.**

**HOUSING AUTHORITY OF COLUMBUS
GEORGIA
HOPE VI PROGRAM**

SOLICITATION TYPE: Request for Qualifications (RFQ)

DESCRIPTION TYPE: Architectural/Design Team for the
Redevelopment of Peabody
Apartments

ISSUE DATE: July 22, 2004

PROPOSAL DUE DATE AND TIME: August 9, 2004 5pm Eastern Time

PROPOSAL SUBMISSION PLACE: Integral Properties, LLC
60 Piedmont Avenue, N.E. 1st Floor
Atlanta, Georgia 30303

DIRECT INQUIRIES TO: Gwen D. Jackson
Assistant Program Manager
Integral Properties, LLC
Phone: 404.224.1907
Fax: 404.224-1899

Note: All inquiries must be received in writing by mail or by facsimile no later than August 6th by 4:00 P.M. Eastern Time.

All proposals are subject to the Conditions, Instructions and the Specifications attached hereto.

REQUEST FOR QUALIFICATIONS

Table of Contents

- I. Introduction**
- II. General Conditions**
- III. Instructions for Submitting Responses**
- IV. Qualifications for Selection and the Selection Process**
- V. Scope of Services to be Performed**

I.

INTRODUCTION

The Housing Authority of Columbus Georgia (HACG) received a 2002 HOPE VI Revitalization Grant, in the amount of \$20,000,000 for the demolition of the existing George Foster Peabody Apartments public housing, and to replace it with a new, vibrant, and economically sustainable, mixed-income housing development with a total cost of \$47,749,763.

This approach increases opportunities for the physical, social and economic integration of public housing eligible families into privately-owned and managed communities, for families with a wide range of incomes. Upon completion the new development will contain 363 rental units.

The Developer, Integral Properties LLC (Integral) will leverage the HOPE VI funds, to construct this new residential development in two phases. Phase 1 construction is slated to begin in April 2005 with a scheduled completion date for October 2006. This solicitation is to select an Architectural/Engineering firm for the design of both phases of the development.

Qualifications will be received to 5:00 p.m. local time, on August 9, 2004

II.

GENERAL CONDITIONS

A. INTRODUCTORY:

To be entitled for consideration, proposals must be made in accordance with the following instructions and must be received by Peabody Redevelopment Partnership I, L.P. c/o Integral Properties, 60 Piedmont Avenue, First Floor, Atlanta, Georgia 30303, not later than the date and time set forth in the Introduction. Integral (Developer) reserves the right to reject any or all qualifications and to waive technicalities and informalities.

The following information shall appear on the outside of the package

REQUEST FOR QUALIFICATIONS

Architectural & Engineering

Vicki Lundy Wilbon, COO

Peabody Redevelopment Partnership I, L.P.

HOPE VI PROGRAM

c/o Integral Properties, LLC

60 Piedmont Avenue, N.E. 1st Floor

Atlanta, Georgia 30303

B. DEVELOPER / OWNER'S REPRESENTATIVE:

The Developer/Owner for whom work will be executed is:

Peabody Redevelopment Partnership I, L.P.

60 Piedmont Avenue, First Floor

Atlanta, Georgia 30303

Supervision of the project will be performed by Ms. Vicki Lundy Wilbon, Chief Operating Officer for Integral Properties LLC.

C. QUALIFICATIONS:

Six (6) copies of the qualifications will be received by Peabody Apartments no later than the date and time for the work as set forth in the Introduction. Qualifications received after the set specified time will not be considered.

D. ADDENDA:

Any addenda issued in writing during the time of bidding shall be included in the qualifications and each will be incorporated in the subsequent contract.

E. CONTRACT AWARD:

A contract will be awarded to the responsible offer whose response to this RFQ is determined to be the most advantageous to the redevelopment of the Peabody Apartments, unless all qualifications are rejected. Qualifications will be evaluated on a combination of factors. These factors are outlined in Section IV: Qualifications.

F. PERMITS, TAXES, LICENSES, ORDINANCES, AND AGREEMENTS:

The Proposal must be by an architectural firm registered and licensed to practice architecture in the state of Georgia.

G. OFFERORS QUALIFICATIONS:

The firm may be required by the Developer before the Contract is awarded, to document that they are "responsible" to the complete satisfaction of the Developer. They may thus be required to show that they have the necessary facilities, technical ability and financial resources to execute the work in a satisfactory manner, and within the time specified, that they have had experience in work of a similar nature, and that they have past history and references which will verify their qualifications for executing the work. Firms may be requested to provide a presentation and demonstration of their qualifications and services. This presentation, if requested, will be part of the overall selection process.

H. INSURANCE:

Proof of current Errors and Omissions Insurance at time of submission

I. COMMENCEMENT, PROSECUTION, AND COMPLETION:

The Offeror will be required to commence work under this contract within ten (10) days (or as soon as possible) after its receipt of a written **Notice-to-Proceed** from the Developer to execute the work with competence, faithfulness and energy.

J. REJECTION OF A QUALIFICATION:

Failure to observe the above instructions and conditions will constitute grounds for rejection of the proposal by the Developer.

K. RIGHTS AND REMEDIES:

The rights and remedies of the Developer as stated above shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

L. NON-DISCRIMINATION:

The offeror, by the submission of this proposal, agrees as the supplier of services covered by this solicitation or contract that they will not discriminate in the employment, in any way, against any person or persons, or refuse to continue the employment of any person or persons because of their race, gender, religion, color, age, creed or national origin. Offerers must also agree to comply with Executive Order entitled "Equal Employment Opportunity" as amended by Executive Order 11373, as supplemented by the Department of Labor Regulations (41 CFR Part 60).

III.

INSTRUCTIONS FOR SUBMITTING RESPONSES

A. SUBMISSION OF QUALIFICATIONS:

Integral is contracting with Architectural and Engineering firms to provide design services for Peabody Apartments redevelopment Phases I and II. The work will include:

- Architectural and engineering design
- Schematic design through construction document drawings
- Specifications and cost estimating
- Construction contract administration services

IV.

QUALIFICATIONS FOR SELECTION AND THE SELECTION PROCESS

A. QUALIFICATIONS FOR SELECTION OF A & E's

Six (6) copies of the qualification responses shall be provided in a loose leaf, three-ring binder. All responses shall be limited to twenty (20) pages, excluding cover letter and table of contents.

Qualification evaluations will be performed by the Developer. Following completion of the RFQ evaluations, the firm(s) deemed best qualified will be awarded points in the descending order of importance and submitted as outlined below:

- Evidence of the architect/engineer's firm ability to perform the work as indicated by profiles of principals and staff's professional and technical competence and experience and their facilities 30
- Capability to provide professional services in a timely manner 20
- Demonstrated knowledge of local building codes 20
- Approach to design, coordination and contract Administration 10
- Experience with multi-unit residential projects; And firm's familiarity with federal regulations and Design requirements 10
- References and other factors determined to be appropriate 10

B. Submit representative examples of floor plans, concept drawings and pictures for town home units, flats, and garden apartments.

C. New construction - Provide up to three (3) examples and include:

- Brief description of project
- Construction cost (date of completion)
- Owner's names, addresses and telephone numbers

Once the responding firms have been ranked, Integral shall use the contract negotiation process to obtain a fair and reasonable price.

V.

SCOPE OF SERVICES TO BE PERFORMED

The professional tasks which have as their objective the design and production of technical documents and construction administration for complete and properly functioning residential facilities. The Developer will provide: 1) Building Specification Guidelines, 2) Prototypical Unit Designs 3) Building Designs and Layout Configurations.

The facilities shall be suitable for the purposes for which they are intended, comply with all applicable codes and laws, and be completed on a timely basis within the approved construction budget. The services are described under the Project Phases in which they customarily occur. This order is for convenience only and does not necessarily reflect the sequence in which a service will actually be performed, or necessarily limit the Project, or a designated portion of the Project, to one of each Phase.

A. PHASE 1 — PRE-CONTRACTUAL

Upon receipt of notification from the Developer that you have been designated as Architect for the project, the following tasks should be completed prior to execution of an agreement.

1. Review scope and type of project.
2. Coordinate the Phase I and II building designs and layouts with the project master plan.
3. Review program requirements for completeness and suitability with the Developer's Construction Representatives.
4. Review Developer's time schedule for bidding, construction, and occupancy.
5. Review Developer's budget and determine its basis (e.g., cost estimate, available funds, etc.).
6. Review whether project budget, project time schedule and project program are compatible.
7. Organize the team (structural, mechanical, electrical, civil and any special consultants).
8. Administrative – prepare and update design activity schedule for submission to Integral and HACG. Coordinate meetings with utility providers, city authorities and other authorities having jurisdiction. Preparation of all documents and makes application for required variances; and coordination with any consulting group(s) engaged by the developer. Establish and maintain project documentation files

B. PHASE 2 — SCHEMATIC DESIGN PHASE

1. The Architect shall assemble and review all necessary legal requirements such as codes, ordinances and other related standards.
2. The Architect shall complete the following tasks:
 - a. Request and receive from each consultant proof of professional liability insurance coverage.
 - b. Obtain Developer's approval of consultants. Negotiate, prepare and execute consultant's agreements when required. The Developer reserves the right to reject any consultant, for any reason; if the Developer has reasons to believe the consultant will not perform satisfactorily.
 - c. Obtain from appropriate consultants requirements for investigations and tests including soil borings, test pits, percolation tests, soil boring values, etc., necessary for proper execution of their work and request such information from Developer. Advise Developer that you are securing proposals for this work.
 - d. Obtain land survey from the Developer, when necessary, assist Developer in securing survey. Request from the Developer any information required by surveyor.
 - e. Have mechanical, electrical, structural, and other consultants review site information.
 - f. Have appropriate staff members and consultants examine the site.
 - g. Provide engineers and consultants with pertinent program data and functional space diagrams.
 - h. Prepare general description of the project, construction and equipment outlines.
 - i. Provide cost estimation and manage compliance with budget.
3. The Architect shall examine and analyze available information provided by the Developer and shall advise and recommend as to additional information necessary to begin specific design work on the Project.
4. Upon analysis of all available information and prior to initiating any design tasks, the Architect shall participate in a **Pre-Design** Project Analysis of the dates specified in a critical list of dates. The Architect shall have in attendance the individuals who will represent the primary architectural and engineering disciplines on the project and others as may be requested by the Developer.

5. Upon written authorization from the Developer to proceed and, based on the approved Design Narrative, the Project Construction Budget, Program of Requirements, and the Management Plan, the Architect shall prepare Schematic Design Studies consisting of drawings and other documents illustrating the design concept, scale and relationship of the Project components for approval by the Developer and the Housing Authority of Columbus Georgia.
6. The Architect shall provide the Developer with two (2) copies of Schematic Design **Submittal** for the review of the Schematic Design Phase. At the end of the Schematic Design Phase the Architect shall provide the Developer with two (2) complete sets of the drawings and other documents for approval by the Developer and the Housing Authority of Columbus Georgia. One (1) set will be returned to the Architect with approval and/or notations.
7. The Architect shall participate as requested in meetings with Developer and the Housing Authority of Columbus Georgia to review the project and receive the Developer's input. The Developer will schedule meetings with the architect and the appropriate representatives.
8. If required, the Architect shall make a maximum of five (5) presentations of the schematic design to parties designated by the Developer.
9. To be considered acceptable for final Schematic Design Phase **submittal**, the documents shall contain, as a minimum:

ARCHITECTURAL

- Single-line drawings showing complete building layout, Identifying the various major areas, core areas and
- Identification of roof system, deck, membrane flashing and drainage technique. Mechanical will show heat transfer coefficient and type of equipment proposed.
- Identification of all proposed finishes (includes all exterior
- Cost estimates.

STRUCTURAL

- Structural systems layout with overall dimensions and floor elevations. Identification of structural system (precast, structural steel with composite deck, structural steel with bar joists, etc.).
- Identification of foundation requirements (fill requirements, plies, caissons, spread, footings, etc).

MECHANICAL

- Block heating, ventilating and cooling loads calculations including skin versus internal loading.
- Single-line drawings of all mechanical equipment spaces,

- duct chases and pipe chases.
- Location of all major equipment in allocated spaces.
- Description of equipment proposed.

ELECTRICAL

- Lighting fixtures outlined in plan and roughly scheduled showing types and quantities of fixtures to be used.
- Major electrical equipment roughly scheduled indicating size and capacity.
- Complete preliminary one-line electrical distribution diagrams with indications of final location of service entry, switchboards, motor control centers, panels, transformers and other equipment, if required.
- Legend showing all symbols used on drawings.

C. PHASE 3 — DESIGN DEVELOPMENT PHASE

1. The Architect shall prepare from the approved Schematic Design Studies, for further approval by the Developer, the Design Development Documents consisting of drawings and other documents to fix and describe the size and character of the entire Project as to structural, mechanical and electrical systems, materials and such other essentials as may be appropriate.
2. The Architect shall confer with and obtain preliminary review from regulatory agencies such as Building Department, Fire Marshal (state & local), Department of Health, Zoning Commission, Planning Commission, and Design Review Board.
3. Design Development Documents prepared by the Architect shall include drawings and a written report in more detail than the Schematic Design Documents and shall take into account the Owner's comments on the previous **submittal**. The report shall incorporate the Architect's Construction Contract(s) Award Price(s) (**CCAP**) estimate and breakdown. The Architect shall prepare such estimates in the form prescribed by the Developer to assure itself that the project cost is within the CCAP.

Further, the report shall include a summary of programmed versus actual square footage by room or area, such discussion of design factors, if any, as are pertinent in the opinion of the Architect; and outline descriptions of proposed engineered systems, construction methods, materials and work to be included in the construction contracts. Drawings shall include dimensioned site development plan, (if required) floor plans, elevations, and one or more typical sections indicating proposed construction. Drawings shall also include information on major finishes as well as diagrammatic drawings illustrating fundamentals of major engineered systems, i.e., structural, mechanical and electrical.

4. The Architect shall provide the Developer with 2 copies of **in-progress** Design Development Documents during the Design Development

Phase if requested by the Developer. At the end of the Design Development Phase the Architect shall provide the Developer with two (2) complete sets of drawings and other documents for approval by the Owner. The documents for this final Design Development Phase **submittal** shall consist of, as a minimum:

ARCHITECTURAL

- Floor plans.
- Wall sections showing final dimensional relationships, materials and component relationships (where required).
- Finish schedule identifying all finishes.
- Well developed door and hardware schedule showing final quantity plus type and quality levels.
- Site conditions where required.
- Preliminary development of details and large scale blow-ups.
- Legend showing all symbols used on drawings.
- Outline specifications.

STRUCTURAL

- Plan drawings with all structural members located and sized.
- Footing, beam, column and connection schedules.
- Outline specifications.
- Foundation drawings.

MECHANICAL

- Heating and cooling load calculations for each space and major duct or pipe runs sized to interface structural.
- Major mechanical equipment scheduled indicating size and capacity.
- **Ductwork** and piping substantially located and sized.
- Devices in ceiling located.
- Legend showing all symbols used on drawings.
- Outline specifications.

ELECTRICAL

- All power consuming equipment and load characteristics.
- Total electric load.
- Major electrical equipment (**switchgear**, distribution panels, emergency generator, transfer switches, UPS system, etc.) dimensioned and drawn to scale into the space allocated.
- Complete preliminary site lighting design.
- Outline specifications.
- Lighting, power, telecommunications and office automation devices and receptacles shown in plan.
- Final light fixture schedule.
- Interior electrical loads **cost estimates** for systems furniture, receptacles, lighting, food service equipment, and any other special use areas, etc.

5. The Architect shall submit to the Developer in writing all code researches and the results of those researches.

6. Obtain Developer's written approval of design development documents and authorization to proceed to the construction documents phase.

D. PHASE 4—CONSTRUCTION DOCUMENTS PHASE

1. When the construction documents are complete and contain all appropriate information, the Architect shall confer with and obtain approval from such regulatory agencies as Bureau of Building, City Fire Marshall, and Department of Health. The Architect shall check with the applicable regulatory agencies and establish schedule for submission and/or review. Any disapproval from these agencies must be corrected before drawings are released.
2. The Architect shall complete the following tasks:
 - a. Coordinate the work of all members of the team, including Consultants. Coordinate drawings with project Specification.
 - b. Check all completed documents for coordination, compliance with program, accuracy and cross-coordination with the consultants' and engineers' work, and have them make similar checks.
 - c. Revise documents if required after check and have consultants and engineers do the same.
 - d. Place Architect's and Engineer's seals on the documents and obtain any necessary signatures required by reviewing authorities.

E. PHASE 5 — CONSTRUCTION ADMINISTRATION PHASE

1. The Construction Phase for each portion of the Project will commence with the award of the Construction Contract and will terminate when the Final Completion payment is made by the Developer.
2. The Architect shall consult with the Developer and participate in all decisions as to the acceptability of subcontractors and other persons and organizations proposed by the Offeror for various portions of the work.
3. The Architect shall, when requested by the Developer, review Change Order documentation.
4. The Architect will be required to review and approve each monthly payment application submitted by the Offeror to the Developer.
5. The Developer shall be a point of contact with the General Contractor, except when the Developer shall direct the Architect otherwise. All instructions to the General Contractor shall be issued by the Developer.

6. The Architect and its consultants (including, but not limited to, the structural, mechanical and electrical disciplines) shall make such periodic visits to the Project site as may be necessary to familiarize themselves generally with the progress and quality of the Work and to determine in general if the Work is proceeding in accordance with the Contract Documents. On the basis of such **on-site** observations, the Architect and its consultants shall make written reports and shall take the appropriate steps to guard the Developer against defects and deficiencies in the Work of the Contractor. If the Architect observes any work that does not conform to the Contract Documents, the Architect shall immediately make an oral and written report of all such observations to the Developer.

The Architect and its consultants shall not be required to make exhaustive or full-time on-site observations to check the quality or quantity of the Work, but shall make as many observations as may be reasonably required to fulfill their obligations to the Developer. The Architect shall not be responsible for construction means, methods, techniques, sequences or procedures, or safety precautions and programs in connection with the Work, and shall not be responsible for the General Contractors failure to carry out the Work in accordance with the Contract Documents, but the Architect is responsible for pointing out any failures.

7. The Architect and the Developer jointly shall have authority to condemn or reject work when in the Developer's or the Architect's opinion the Work does not conform to the Contract Documents. Whenever in the Developer's or the Architect's reasonable opinion it is considered necessary or advisable to insure the proper implementation of the intent of the Contract Documents, the Developer shall have the authority to require special inspection or testing of any Work in accordance with the provisions of the Contract Documents whether or not such Work **is** fabricated, installed or completed.
8. When the Architect and the Developer agree that the Work or portions of the Work are substantially complete, the Architect and its consultants shall inspect the Work or portions of the Work and prepare and submit to the Developer a punch list of the Work of the Contractor) which is not in **conformance** with the Contract Documents. The Developer shall transmit such punch lists to the Contractors). The developer may request that the Architect inspect and prepare a punch list on any portion of the Work.

F. POST CONSTRUCTION PHASE

To be determined at a later date.