



**REQUEST FOR QUALIFICATIONS:
GENERAL ARCHITECTURAL SERVICES**

Issued by:
Navigate Affordable Housing Partners, Inc

Responses Due
November 15, 2017 at 4:00 PM



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SECTION I: INTRODUCTION

Navigate Affordable Housing Partners is soliciting proposals for general architectural design and consulting services for multi-family and single-family properties.

The services provided by an architect are considered professional services and the selection of an architect for professional services is made in the discretion of Navigate. Navigate reserves the right to refuse and reject any or all qualifications and to waive any and all formalities or technicalities, or to accept the firm who Navigate, in its sole discretion, determines to be best qualified to provide the services at reasonable and acceptable expense. Navigate may determine to take no action and reserves the right to do so. Qualifications submitted after the deadline date and time will not be accepted.

SECTION II: SUBMISSION TIME AND PLACE

Responses to this RFQ may be submitted by regular mail or email.

If responding by regular mail, please place the words **General Architectural Services** in the bottom left corner of the envelope and address it to:

Attn: Multi-Family Architectural Services
Navigate Affordable Housing Partners, Inc.
1827 1st Avenue North, Suite 100
Birmingham, Alabama 35203

If responding by email, place the words **General Architectural Services** in the email subject line and send to:

rmclaughlin@navigatehousing.com

All responses are due Wednesday, **November 15, 2017 by 4:00 PM**. Responses received after this date and time will not be accepted.

These RFQ responses will **not** be publicly opened.

SECTION III: GENERAL SCOPE OF SERVICES

The successful Firm will assist Navigate with the redevelopment, rehabilitation, or renovation of multi-family properties within the Birmingham, Alabama metropolitan area.

The selected Firm will provide architectural services on a case-by-case basis. A definitive Scope of Services will be negotiated between the parties following selection.

Navigate anticipates a Scope of Services may include the following components:

- Analysis of the existing building(s) and completion of a feasibility analysis with a basic project budget.
- Development of a design plan, including schematic designs and renderings, of the proposed building development or renovations.
- The design of a project plan that allows for the phased implementation or prioritization of renovation scope.
- General consultation with Navigate for other general architectural projects.



SECTION IV OTHER REQUIREMENTS

Professional Insurance: At the time of contract execution, the successful Firm will be required to show proof of liability insurance and workers' compensation if applicable.

SECTION V EVALUATION CRITERIA

Navigate will evaluate responses based on the Firm's experience, past performance, work under similar contracts, financial ability to perform, technical ability, technical approach, and reasonableness of fees.

Following evaluation of the statements of qualifications received, Navigate may invite one or more firms to be interviewed before making a final selection. Navigate will notify selected firms of the date and times of any interview. Navigate reserves the right to make a selection based solely on statements of qualifications received.

Once a final selection has been made, the Firm and Navigate will negotiate on fee and contract conditions. If a reasonable fee cannot be achieved with the respondent of choice, negotiations will proceed with other qualified respondents until a mutually agreed contract can be negotiated.

SECTION VI SUBMISSION REQUIREMENTS

When responding to this RFQ please include the information below and any supporting documents necessary to a complete response.

Firm Information – Provide the following information about the firm:

- Firm name, address, telephone number
- Primary contact's name and email address
- Years the firm has been in business
- Description of firm's philosophy
- Firm's focus and services routinely provided
- Resumes of staff to be assigned to this project

Capacity - Provide information regarding the number of years in business, experience of staff to be assigned to this project, and a description of any areas of expertise and/or specialized certifications relevant to the services to be provided under this RFQ.

If subcontractors will be used, provide information regarding the number of years in business, any special designations or certifications and an outline of what work will be conducted by the subcontractor vs the contractor's staff.

Experience and Past Performance - At a minimum, please provide:

- At least three (3) examples of adaptive re-use of historic buildings, multi-family residential buildings and/or commercial successfully completed by the firm.
- Three (3) references from past commercial clients.

Fee Schedule – Provide an hourly fee schedule for anticipated services.



Regular Mail Responses- Submissions by regular mail should be on 8.5" x 11" paper, printed on one side, typed using 1" margins and numbered pages. Place the words **General Architectural Services** in the bottom left corner of the envelope.

Email Responses: Submission by email must be in a portable document format (.pdf). A sharable link in the body of the email will also suffice. Place the words **General Architectural Services** in the subject line of the email.

Equal Opportunity Requirements: Each contractor responding to this RFQ must certify compliance with all applicable equal opportunity requirements

E-Verify: The successful contractor must certify that they do not knowingly employ, hire, or currently employ an unauthorized alien.

SECTION VII ADDITIONAL INFORMATION AND NOTIFICATIONS

All Information True- By submitting a response, Respondents represent and warrant that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, will be excluded.

Cost of Responses- Navigate will not be responsible for the costs incurred by anyone in the submission of responses.

Contract Negotiations- This RFQ is not a contract or a commitment of any kind. If this RFQ results in a contract offer by Navigate, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations.

No Obligation- Navigate reserves the right to:

- Evaluate the responses submitted and waive any irregularities therein;
- Select Firms for the submission of more detailed or alternate proposals;
- Accept any submission or portion of submission;
- Reject any or all responses, should it be deemed in Navigate's best interest; or,
- Cancel the entire process.

