

**REQUEST
FOR
QUALIFICATIONS**
26717

**Professional Architectural Services
For the Housing and Rehabilitation Program**

**Due Date:
June 13, 2014
2:00 P.M.**

CITY OF MEMPHIS/HOUSING & COMMUNITY DEVELOPMENT (HCD)

I. GENERAL INFORMATION

The City of Memphis Division of Housing and Community Development (HCD) through the Housing and Rehabilitation Program (HARP), is seeking agencies to inspect the completed corrective rehab work on previous HARP cases. The agency will use the original and corrective scopes of work and any change orders that were executed to determine if the work that was done meets construction quality standards. The rehab scope of work includes repairs to building envelope, electrical, plumbing, HVAC, structural/floor systems and accessibility.

Background

The HARP Department of HCD has been instructed by HUD to re-evaluate the completed rehabilitation construction projects to determine that the work completed meets construction quality standards.

Submission of Qualifications

Respondents are to submit one original and five (5) copies of their Statement of Interest and Qualifications in accordance with the instructions in this RFQ. Responses must be submitted in a sealed envelope/package, with the RFQ Name and Number and the Company Name clearly visible on the outside of the packet. Responses must be received by **June 13, 2014** at 2:00 PM Central Daylight Time at the following location:

**Qualifications for Professional Architectural Service
For the Housing and Rehabilitation Program
City of Memphis
125 N. Main, Room 354
Memphis, TN 38103**

Since all submittals generated by the Respondent to this RFQ become the property of the City of Memphis/HCD, the Respondent agrees that it will not, without written approval by the City, disclose publicly said records.

Subsequent to the award of contract, all information submitted as part of, or in support of the qualifications will be available for public inspection in compliance with applicable laws.

Telegraphic or facsimile submissions will not be considered. Any Statement of Interest and Qualifications received at the above location after the exact time specified for receipt will not be considered.

II. REQUESTED SCOPE OF SERVICES (COMPLETION CERTIFICATIONS)

The agency will be required to have professional residential single family housing inspectors, including architectural, mechanical, plumbing and electrical disciplines. The scope of services will be to inspect completed rehab work on HARP cases to certify that the rehab work was done

per construction quality standards. The agency will use the original and corrective scopes of work and any change orders that were executed to determine if the work that was done meets construction quality standards. The rehab scope of work includes repairs to the building envelope, electrical, plumbing, HVAC, structural/floor systems and accessibility. The agency will be required to do final inspections and certify the rehab work. The scope of work will include, but may not be limited to:

1. Inspect existing conditions of approximately 150 properties previously completed by HARP by September 30, 2014.
2. Provide written certifications with pictures for cases that are completed with no deficiencies found with the rehab work; Reports will be due July 1, September 1 and final report on October 31, 2014.

III. QUALIFICATION, PREPARATION AND SUBMISSION REQUIREMENTS

Respondent's Understanding of Requirements

Respondents are expected to examine and understand the Scope of Services.

Questions from Prospective Respondents

All questions regarding this RFQ should be directed to Mr. Ed Warford:

Phone: (901) 576-7384

Email: Edmund.Warford@memphistn.gov

Fax: (901) 576-7361

Addendum to the Solicitation

The City/HCD may deem it necessary to make modifications, clarifications or changes to this solicitation. Those modifications will be made in the form of a written addendum issued by the HCD, which modifies only those items specifically discussed in the addendum and all other terms and conditions of the solicitation will remain unchanged.

Submission Format

The submittal should be organized by the topics described below and submitted in the same order. The information should be 8.5" x 11" format bound in either three-ring or spiral binders. Firms should not include any proposed cost information at this time.

Content of the Proposal

1. Cover Page

The cover page should identify the solicitation by its name, and submission deadline date. It should also bear the Respondent's name, address, and telephone and fax numbers.

2. Table of Contents

The table of contents should clearly identify the location of each section of the package by section number or letter and page number.

3. Letter of Intent

4. Firm Profiles

Provide a firm Profile (or Profiles if more than one firm is included as a Respondent). The profile should include the location of the firm's primary office, the number of years in business, the types of services provided by each firm and the types of projects in which they may specialize.

A. Project Team

Provide an organizational chart indicating the staff from each firm who will be involved in this project, their title and anticipated role in the project. Indicate who will be the primary contact for project.

B. Resumes

Provide resumes for each staff member who will be assigned to this project, indicating their educational background, professional status, past experience and duration of time with the firm.

5. Past Performance

Provide a list of engagements which best demonstrate the past performance and knowledge of the firm(s) with regard to types of residential projects completed. Projects should demonstrate the quality of each firm's service, including its knowledge of residential housing rehabilitation. Provide a brief description of the project, the type of services the firm provided, and the date the services were provided. Identify each engagement by name and location and indicate the name and address of the client and the name and telephone number of a contact person familiar with the project and Respondent's involvement.

6. References

Provide a list of not less than four references that have recent knowledge of the firm(s) past performance, quality of work, and ability to perform.