MONTGOMERY HOUSING AUTHORITY

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL PLANNING SERVICES
for the
REVITALIZATION of TULANE COURT

RFQ #102-07

February 1, 2007
Dear Potential Offeror:
The Montgomery Housing Authority is soliciting proposals for:

SOLICITATION TYPE: Request for Qualifications (RFQ)
RFQ NUMBER: 102-07
DESCRIPTION: Architectural Planning Services
ISSUE DATE: February 1, 2007
PROPOSAL DUE DATE AND TIME: 4:00 P.M. Central Time, March 1, 2007
PROPOSAL SUBMISSION PLACE: Montgomery Housing Authority
1020 Bell Street
Montgomery, AL 36104
(334) 206-7200

DIRECT INQUIRIES TO: Lemuel E. Boggs, Interim Executive Director
Montgomery Housing Authority
1020 Bell Street
Montgomery, AL 36104
(334) 206-7227 (phone)
(334) 206-7222 (fax)
Email: leboggs@mhatoday.org

Note: All inquiries must be received no later than the date specified in Section D.2. All Proposals are subject to the Conditions, Instructions and the Specifications attached hereto.
REQUEST FOR QUALIFICATIONS

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SECTION A - SUMMARY OF REVITALIZATION PROJECT AND OBJECTIVES

It is the intention of the Montgomery Housing Authority (MHA) to obtain the services of a qualified architectural firm (“Architect”) to complete conceptual designs for the revitalization of the Tulane Court public housing development. The revitalization plan (“New Community” or “Tulane Court Revitalization”) is expected to contain a mixed-finance, mixed-income community on the site, which is adjacent to downtown Montgomery. The selected Architect will produce conceptual plans and elevations of the new development to include a mix of low-income and tax-credit rental units. It is the goal of the MHA to replace the current severely distressed property with quality, affordable housing and a site design that incorporates green space and a neighborhood street pattern that is consistent with the surrounding area. This revitalization will also strengthen linkages with the adjacent downtown core through redevelopment of what is now considered “housing of last resort.”

MHA plans to apply for two rounds of 9% Low Income Housing Tax Credits (LIHTC) from the Alabama Housing Finance Authority (AHFA), submitting the first application in the earliest possible round. Approximately $22.5 million in tax credits will be leveraged with an additional $8 million in other public and private investment to create the new mixed-income community. MHA would use the funds to demolish all existing buildings, relocate residents, and pay for hard and soft development costs. The anticipated development program contemplates the construction of approximately 134 units of new public housing and 90 units of tax-credit housing on site, mixed throughout the new community.

The Architect that is selected based on this RFQ will shape the physical plan and develop a conceptual design to be competitive in a tax credit application to AHFA. The design must incorporate the design quality standards as identified in the most recent Qualified Application Plan (QAP) and take into account the application scoring requirements. MHA anticipates working with its selected Architect to develop an application that best accomplishes the revitalization of Tulane Court consistent with program objectives and requirements and within schedule and financing constraints. It is also expected that, if the development receives a LIHTC award, the selected Architect will be capable of moving quickly into the design development phase of the project in order to meet AHFA’s scheduling requirements.

SECTION B - STATEMENT OF WORK

1. MHA BACKGROUND

The Montgomery Housing Authority (“MHA”) is the oldest federally funded public housing authority in Alabama. The agency received its charter in 1939 and is organized pursuant to the Code of Alabama to develop, acquire, lease and operate affordable housing for low-income families. Upon completion of the new Tulane Gardens development, MHA will oversee the operation of 2,304 public housing units in twelve developments. MHA also serves 1,486 households through its Section 8 Voucher Program.

With an eye toward expanding its role in affordable housing in Montgomery beyond conventional public housing, MHA desires to be a leader in the transformation of public housing. Revitalizing Tulane Court is part of this goal. The site is strategically located near downtown
Montgomery and is a natural extension of the redevelopment efforts of the Centennial Hill neighborhood. MHA intends to use the Tulane Court Revitalization as a vehicle to provide quality housing for low-income families within a socially diverse setting.

In planning for its new role in public housing development, the Authority hired consultants, Censeo, Inc., to complete a comprehensive evaluation of its housing stock and to provide an asset repositioning plan for its public housing developments. The recommendations of that plan include the demolition and redevelopment of Tulane Court. Concurrently, the City of Montgomery engaged the planning firm Dover, Kohl & Partners to complete a master plan for Downtown Montgomery. Redevelopment of the Tulane site and the Centennial Hill neighborhood was identified in the first draft as priorities in the efforts to revitalize downtown, and City officials are highly supportive of the Authority’s plans.

2. THE REVITALIZATION OF TULANE COURT

A. Role of Architect

The selected Architect will serve three primary functions in the preparation of the Tulane Court Revitalization tax credit application. These functions are:

1. Complete a conceptual site design and conceptual building elevations for the new community based on meetings with MHA and application scoring requirements;

2. Provide thorough and sufficient documentation of the existing site, surrounding neighborhood, existing local architecture and new conceptual design to meet the design standards and submission requirements of the LIHTC application;

3. Complete a “New Construction Square Footage and Architect’s Certification” for the application, which asserts that the design adheres to LIHTC standards.

B. Project Schedule

LIHTC application cycles are determined by AHFA on an annual basis. In recent application cycles, competitive tax credit applications have been due in March, with awards made in July. The completion of the work is completely dependent upon the submission deadlines published by AHFA and could change without notice.

Architects that demonstrate an ability to complete quality design in a timely manner will be favorably received by MHA. MHA’s goal is to have the revitalization of Tulane Court proceed as expeditiously as possible. The purpose of this RFQ is for MHA to select an Architect for the conceptual work proposed herein, and the same architect, if successful, will likely be selected to continue work on the project through design development and construction documents. If an award is made, MHA will need construction documents within 90 days of the award in order to meet the requirements of the Carryover Allocation Agreement.

C. Role and Expectations of MHA

In order to be competitive in the LIHTC scoring process, MHA will partner with a developer with tax credit experience and create a new development entity for the revitalization of Tulane Court. This entity will be the LIHTC recipient for Tulane Court.
As such, the MHA and its selected developer will jointly have oversight responsibility to assure the project is completed in accordance with all applicable laws, rules, and regulations and in accordance with the plans, schedules and budgets which will ultimately be approved by HUD. The selected Architect will be a vital participant in the development team. While the Architect and Developer will prepare program documents as needed, the MHA will assume all responsibility for required communications with HUD and the preparation and submission of program documents.

3. PROPERTY DESCRIPTION

Tulane Court is located adjacent to the Montgomery central business district and is part of the historic Centennial Hill neighborhood, with several landmark locations that are important to the City’s civil rights movement. The two properties that comprise the existing development were built in 1952 and 1959 and have 300 public housing units, with a current occupancy of approximately 94% percent. Currently, the project is known as the “housing of last resort” in Montgomery. The property is functionally obsolete due to poor site design, inadequate parking, small unit size, poor condition and poorly configured rooms made more difficult by the addition of minimal modern upgrades. Many health and safety hazards are present. The site itself, however, is in an excellent location, with ready access to employment and schools.

4. SUPPLEMENTAL INFORMATION

Current design standards and LIHTC application and compliance requirements are located in the AHFA 2007 State Qualified Application Plan: http://www.ahfa.com/Content/Multifamily/Allocation_Plans/LIHTCQAP07final.pdf

Interested Architects may wish to review the master plan created by Dover, Kohl & Partners, which recommends the revitalization of this site. The draft plan is available at the following link: http://doverkohl.com/project_detail_pages/montgomery.html

In addition to the master plan from Dover, Kohl & Partners, the City has commissioned a more specific plan for the community surrounding Tulane Court, the Centennial Hill neighborhood. The Centennial Hill Project Book should be used as a reference in the design of the Tulane Court Redevelopment, with the knowledge that this plan covers the area adjacent to Tulane Court.

SECTION C - SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

1. SUBMISSION REQUIREMENTS

The instructions below provide guidance on what the qualification-based proposal should contain and how it should be organized. Offerors must assemble submissions in the order described below and place proposals in three-ring binders with tabs clearly identifying each section.

A. Letter of Interest

At the beginning of each proposal, the Architect must provide a letter of interest listing the Architectural firm, team members and identifying the primary contact person. The letter must be signed by an authorized principal of the Architects’ firm and include a statement that the proposal will remain valid for not less than one hundred eighty (180) days from the due date.
B. Description of Team Experience and Qualifications

1. Team Description: Provide general information on the Architectural Team, including the following information:

   a. Name of firm and proposed role.
   b. Main address, telephone/fax numbers and email address of the Architecture firm.
   c. Address and telephone number of the office from which services will be provided to the development (if different from above).
   d. Contact person, title, telephone/fax numbers and email address.
   e. Description of the size, number of employees and the current workload of the firm.
   f. Identify the individual who will serve as Project Manager for the firm and who will direct and coordinate the design and planning effort to completion.
   g. List the organizational members of the Architectural Team. All entities that comprise the team should be identified, indicating their specialization(s) and specific contribution to the team.
   h. Provide a brief narrative description of previous collaboration among some or all organizational members of the Architecture Team.
   i. Evidence that all or part of the team is currently registered in the State of Alabama and carries Errors and Omissions insurance. (Note: If not included, the firm may be disqualified-not point scored.)

2. Profile of the Architectural Firm: Provide an overview of the Firm’s experience in the design and planning of projects similar to what is proposed. Include the following information:

   a. Provide three examples of previous projects evidencing the Architect’s experience with successful new construction of multi-family and mixed-use rental properties of similar size in a downtown and/or historic setting.
   b. List the three most successful projects designed for LIHTC or other competitive funding sources, identifying the states where they are located. Specify the number of units, the unit size mix, the income groups served and the cost of each project.
   c. List any recent projects designed for/completed in cooperation with a public entity.
   d. Three references must be submitted for the Architectural Team. References should be connected with the projects provided enough to comment on issues of cost and feasibility of the designs completed.

Note: In providing references in accordance 2(d), please provide name, title, organization name, phone number, fax, and e-mail address, and the name of the development with which the reference is familiar. The MHA will verify references as appropriate.
3. Profiles of Architectural Team Members:
   a. For team members, provide an overview of their experience in contributing to affordable housing redevelopment on a project-specific basis. If a team member participated in projects discussed under “Firm Profile” above, a listing of their role on the applicable project team is sufficient.
   b. Provide three examples of projects (completed or underway) evidencing the experience of the team members with the design of residential developments similar to the Tulane Court Revitalization.

C. Other Attachments
   The Architect may attach, at the end of the submission, other promotional materials or work products that would demonstrate their experience and qualifications.

2. EVALUATION CRITERIA
   The following evaluation factors will be used to determine the Architectural Team most qualified to meet the needs and requirements of the project proposed herein. Each Team has a total possible score of 100 points.
   a. QUALIFICATIONS of the Firm 40 points
      a. Experience with LIHTC and/or public housing redevelopment
      b. Experience with combining a mix of architectural styles
      c. Experience with design in a historic, downtown context
      d. Evidence of quality performance within a project schedule and budget
   b. EXPERIENCE of the Team Members 40 points
      a. Evidence of Team Leader’s participation on projects of similar size and scope
      b. Evidence of Team Members’ experience with design of affordable housing
      c. Evidence of Team Leader’s experience with designing for a competitive funding application, particularly in Alabama
      d. Experience with a public owner/client on a similar project
   c. CAPACITY of the Team 10 points
      a. Evidence of sufficient qualified staff to complete the project requirements
      b. Evidence of ability to meet proposed project schedule
      c. Evidence of compliance with all requirements of the RFP
   d. QUALITY OF REFERENCES 10 points
      a. Strength and favorability of recommendations
      b. Relevance and credibility of sources
SECTION D – SELECTION PROCESS AND SCHEDULE

1. SELECTION PROCESS

The purpose of this RFQ is to solicit meaningful proposals so that the MHA may select, from a range of proposals, one that best meets its needs and requirements. MHA urges all interested architects to carefully review the requirements of this RFQ. Written proposals containing the requested information will serve as the primary basis for final selection. MHA reserves the right to conduct negotiations with one or more Offerors, if in the sole opinion of the MHA, that method will provide the greatest benefit to the MHA.

All proposals will be initially reviewed to determine compliance with the submission requirements specified in this RFQ. Proposals that do not comply with these requirements may be rejected without further review.

2. PROCUREMENT SCHEDULE

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<tr>
<th>Procurement Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Issue RFQ</td>
<td>February 1, 2007</td>
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<tr>
<td>Final Day to Submit Written Questions</td>
<td>February 15, 2007</td>
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<tr>
<td>Response to Written Questions Issued</td>
<td>February 20, 2007</td>
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<tr>
<td>Proposals Due</td>
<td>March 1, 2007</td>
</tr>
<tr>
<td>Review Proposals &amp; Initial Rating, Check References</td>
<td>March 15, 2007</td>
</tr>
<tr>
<td>Recommendation for Architect Selection</td>
<td>March 16, 2007</td>
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<tr>
<td>Request Executive Director and Board Approval of</td>
<td>March 20, 2007</td>
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<tr>
<td>Architect Selection</td>
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<tr>
<td>Early Start (Pre-Development) Agreement Signed</td>
<td>March 26, 2007</td>
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</tbody>
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3. RESPONSE DUE DATE

Proposals submitted in response to this solicitation will be accepted until 4:00 P.M., Central Time on Thursday March 1, 2007. Offerors must provide one (1) original clearly marked “ORIGINAL” and two (2) copies, each of which should be clearly marked “COPY”.

The required submission must be placed in envelopes or boxes marked “Tulane Court Architect Qualifications” and delivered to:

Lemuel E. Boggs, Interim Executive Director
Montgomery Housing Authority
1020 Bell Street
Montgomery, AL 36104

The submission deadline is firm as to date and hour. An Offeror may select any mode of delivery. However, the risk of non-delivery shall remain with the Offeror. MHA will treat as ineligible for consideration any submission that is received after the deadline. Upon receipt of
each proposal, MHA will date stamp it to evidence timely or late receipt and, upon request, provide the Offeror with an acknowledgement of receipt. Faxed or emailed submissions will not be accepted. All timely submissions become the property of MHA and will not be returned. Proposals will be held in confidence and provided only to those involved in the procurement process. All information from non-successful Offerors, which is clearly identified as confidential, will be returned to the Offeror after the date the agreement is executed with the selected Offeror.

4. COMMITTEE TO EVALUATE THE PROPOSALS

In accordance with 24 CFR Part 85, a Committee has been established that will be responsible for overseeing the procurement process and making a selection recommendation to MHA’s Interim Executive Director and Board of Commissioners. The Committee will determine which proposals are competitive based on the established evaluation criteria and point system. The Montgomery Housing Authority Board of Commissioners will make the final selection.

The Committee may consider unacceptable any proposal for which critical information is lacking or whose submission represents a major deviation from the requirements of this RFQ. Minor omissions, such as incomplete references, may, at the sole option and discretion of MHA, be corrected subsequent to the submission due date.

5. MHA PROCUREMENT POLICY

MHA may reject any or all proposals that are determined not to be in the MHA’s best interests. In addition, MHA reserves the right to waive any informalities or minor irregularities if it serves the parties’ best interest to do so. The MHA will select an Offeror based on the evaluation criteria, subject to the negotiation of fair and reasonable compensation.

SECTION E - GENERAL INFORMATION

1. INTERPRETATION

The intent of this RFQ is to establish the general specifications for the professional services needed and to provide prospective Offerors with sufficient information to enable them to provide an acceptable response to this RFQ. Every effort has been made to outline requirements and to provide information in a format that is clear and concise. Nevertheless, questions may arise, or additional information may be needed. Questions and inquiries regarding this RFQ may only be submitted in writing (via post, email, or fax) and should refer to the specific paragraph in question. All inquiries must be received no later than the date specified in Section D.2.

Inquiries must be submitted to:

Lemuel E. Boggs, Interim Executive Director
Montgomery Housing Authority
1020 Bell Street
Montgomery, AL 36104
(334) 206-7227 (phone)
(334) 206-7222 (fax)
leboggs@mhatoday.org
Responses to inquiries will be provided in writing and will be on file and available for inspection at the MHA office. MHA will e-mail copies of such responses to all potential Offerors to whom this RFQ has been sent. The responses shall become part of this RFQ.

2. MHA OPTIONS

MHA reserves the right to at any time, in its sole discretion and for any reason, to do any or all of the following:

   a. waive or correct any immaterial defect or technical error in any response, proposal or proposal procedure, as part of the RFQ or any subsequent negotiation process;
   b. reject, in whole or in part, any and all proposals received in response to this RFQ which are incomplete and/or non-responsive;
   c. request that certain or all Offerors to this RFQ supplement or modify certain aspects of the information or proposals submitted;
   d. cancel this RFQ and/or reissue a request for proposals;
   e. procure any service by any other means legally permitted;
   f. modify the selection procedure, the scope of the proposed project or the required responses; and
   g. extend deadlines for accepting proposals, request amendments to proposals after expiration deadlines, or negotiate or approve final agreements.

All Offerors shall comply with the conditions, requirements and specifications contained herein. Any departure shall constitute sufficient cause for rejection of the proposal at MHA’s discretion.

No award will be made to any Offeror that is determined not responsible to perform or if suspended, debarred, or otherwise determined ineligible to receive an award by HUD in accordance with 24 CFR Part 24. Prior to award, MHA will review the proposed Offeror’s ability to perform the contract successfully, considering such factors as the Offeror’s integrity (including a review of the List of Parties Excluded from Federal Procurement and NonProcurement Programs published by the General Services Administration), compliance with public policy, record of past performance (including contacting the Offeror’s previous clients), and financial and technical resources.

MHA will accept only one proposal from each Offeror. However, subconsultants may participate as members of more than one Offeror’s development team.

3. NO CLAIM AGAINST THE MHA

An Offeror shall not obtain, by submitting a proposal in response to this RFQ, any claim against MHA or MHA’s property by reason of all or any part of any of the following: any aspect of this RFQ; the selection process; the rejection of any or all offers; the acceptance of any offer; entering into any agreements or the failure to enter into any agreements; any statement, representations, acts or omissions of MHA or any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and any other matters arising out of the foregoing.

The Offeror will be responsible for all costs incurred in preparing a response to this RFQ. All
material and documents submitted by Offeror will become the property of MHA and will not be returned.

4. PERSONNEL
In submitting a proposal, the Offeror is representing that the personnel described in their proposal shall be available to perform the services described, barring illness, accident or other unforeseeable events of a similar nature in which cases the Offeror will be allowed to provide a qualified replacement suitable to MHA. Furthermore, all personnel shall be considered to be, at all times, the sole employees of the Offeror under its sole direction and not employees or agents of MHA.

5. CONTACT WITH MHA STAFF, BOARD MEMBERS AND RESIDENTS
All communications with MHA shall be in writing to:
Lemuel E. Boggs, Interim Executive Director
Montgomery Housing Authority
1020 Bell Street
Montgomery, AL 36104
(334) 206-7227 (phone)
(334) 206-7222 (fax)
leboggs@mhatoday.org

Beyond the above referenced written communications, Offerors and their representatives may not make any other form of contact with MHA Staff, Board Members or Residents. Any improper contact by or on behalf of an Offeror may be grounds for disqualification.

6. CONTRACT FORM AND ISSUES
This RFQ will lead to a contract for services, the exact terms of which will be negotiated between MHA and the successful Offeror. No contractual rights shall arise out of the process of negotiation until such time as the MHA and the selected Offeror have signed an agreement. Work under the agreement shall commence immediately upon execution. HUD must approve the Offeror agreement prior to execution.

7. RULES, REGULATIONS AND LICENSING REQUIREMENTS
The Offeror, their staff and agents shall comply with all laws, ordinances and regulations applicable to the services specified herein, especially those applicable to conflict of interest. Offerors are presumed to be familiar with all Federal, State and Local Laws, Ordinances, Codes, Rules and Regulations that may in any way affect the services to be provided.

8. EQUAL OPPORTUNITY EMPLOYMENT
Offerors agree that there will be no discrimination as to race, gender, religion, color, age, creed or national origin in regard to obligations, work and services performed under the terms of any contract ensuing from this RFQ. Offerors must also agree to comply with Executive Order 11246 entitled “Equal Employment Opportunity” as amended by Executive Order 11375, as supplemented by the Department of Labor Regulations (41 CFR Part 60).

END OF TEXT