



# Raleigh Housing Authority

**REQUESTS FOR QUALIFICATIONS (RFQ)  
ARCHITECTURE, DESIGN, & SPECIALTY ADVISORY SERVICES 2024-28**

**Offered by  
Raleigh Housing Authority**

**May 15, 2024**

**RALEIGH HOUSING AUTHORITY (RHA)**  
**REQUESTS FOR QUALIFICATIONS (RFQ)**  
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**1. BACKGROUND**

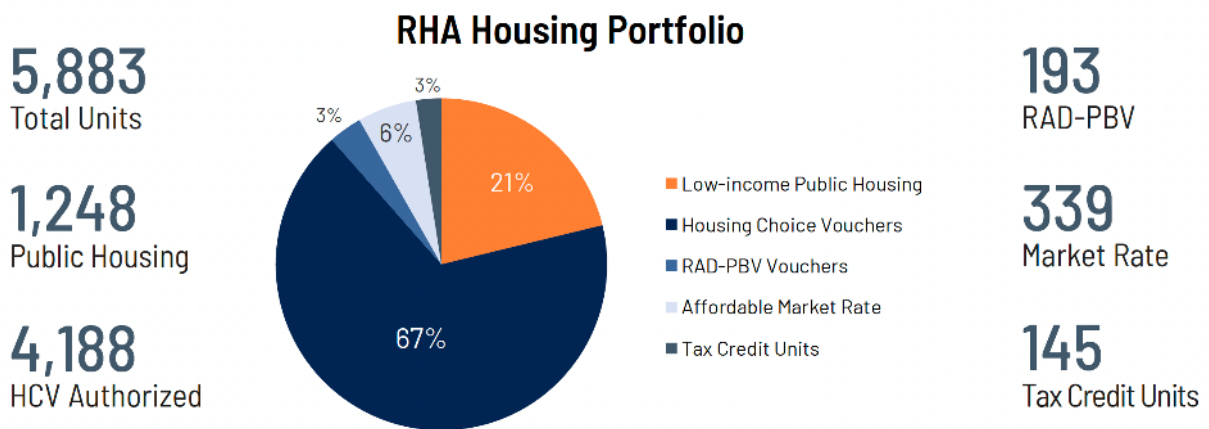
The Housing Authority of the City of Raleigh, North Carolina (“RHA”), a public body corporate and politic, organized under the laws of the State of North Carolina, a “public housing agency” as defined in the U. S. Housing Act of 1937, was organized in 1938 with the mission of providing safe, quality, affordable housing to low and moderate income families in the greater Raleigh community; and to promote responsibility and self-sufficiency of residents while maintaining the fiscal integrity of the agency.

RHA is governed by a nine-member Board of Commissioners, appointed by the Mayor of the City of Raleigh and confirmed by City Council. The Chief Executive Officer is appointed by and reports to the Board and provides direction to staff and management.

RHA is currently a familiar and respected name in the management and development of low-income housing apartments for over 85 years. RHA is a high performing public housing agency known for its strong and innovative management, maintenance, and capital programs.

RHA owns and/or manages approximately 2,000 units of affordable housing in multiple buildings ranging from single family homes to a 288-unit, high-rise building. The properties are wholly owned without private debt.

The portfolio composition is as follows:



RHA’s strategic plan includes the development of 2,000 housing units by 2028. The following scope of work aims to support the predevelopment analysis and planning of this development pipeline as well as any other project design and analysis needs across the RHA portfolio and operational needs.

**2. RHA’S RESERVATION OF RIGHTS**

RHA reserves the right to reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by RHA to be in its best interests.

- RHA reserves the right not to award a contract pursuant to this RFQ.
- RHA reserves the right to terminate a contract awarded pursuant to this RFQ, at any time for its convenience upon 30 days written notice to the successful proposer(s).
- RHA reserves the right to determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFQ.

- RHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the RHA Contracting Officer (CO).
- RHA reserves the right to negotiate the fees proposed by the proposer entity.
- RHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFQ, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- RHA shall have no obligation to compensate any proposer for any costs incurred in responding to this RFQ.
- RHA shall reserve the right at any time during the RFQ or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the RHA's website and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the RHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the RHA, but not the prospective proposer, of any responsibility pertaining to such issue.
- RHA will reject the proposal of any Offeror who is debarred by the U.S. Department of Housing and Urban Development (HUD) from providing services to public housing agencies and reserves the right to reject the proposal of any Offeror who has previously failed to perform any contract properly for the RHA.
- RHA reserves the right to schedule interviews with two or more of the highest scoring firms. Firms that are interviewed will receive up to an additional 30 points based upon the outcome of their interview. The RHA will select the firm with the highest amount of total points.
- RHA and the selected firm will negotiate the terms and conditions of the professional services contract. The RHA reserves the right to modify the scope of work and expand or modify the terms and conditions specifically set forth in this RFQ. In the event the RHA and the selected firm are not able to reach agreement on contract terms and conditions acceptable to both parties, the RHA reserves the right, at its sole discretion, to enter into negotiations with the next highest - rated firm(s) and will be relieved of any obligation to negotiate with or contract for services from the selected firm(s).
- RHA reserves the right to initially award a contract for the period of 1 year with the option, at the RHA's discretion, of 2 additional one-year option periods (per HUD regulation, legal services may be contracted for a maximum of only 3 years).

### **3. SCOPE OF WORK**

[RHA's strategic plan](#) includes the development of 2,000 housing units by 2028. The following scope of work aims to support the predevelopment planning and project delivery of this development pipeline as well as any other Architecture & Design Programming service needs across the RHA portfolio and operations. Architecture, Design & Specialty Advisory Services include but are not limited to: affordable, mixed-income, mixed-finance & workforce housing & mixed-use, public realm environments, cultural & civic, workplaces, educational, retail & hospitality, new construction & renovation & adaptive reuse, & districts & neighborhoods. Specialized expertise is also sought across offsite prefabrication, sustainability, and design innovation.

Architecture, Design & Specialty Advisory Services Roster Participant(s) are not expected to have expertise in all areas in which RHA may need assistance. Rather, it is intended that the Roster be balanced, consisting of numerous participants with varying ranges of single or interdisciplinary expertise. Roster Participants may be asked to perform some, or all of the specifications described in the Scope of Services.

The selected firms for the Architecture, Design & Specialty Advisory Services procurement roster shall be asked to perform some or all of the following tasks or similar service functions:

- Physical building assessments & capital improvement analysis.
- Capital improvement & renovation design & specification management.
- Site plans & site planning for single project & multiple phase communities.
- Architecture and general engineering to include comprehensive construction documents and entitlements for single, multifamily, and commercial structures.
- Landscape architecture.
- General contraction.
- Civil engineering.
- Traffic impact analysis.
- Structural engineering.
- Sustainability, energy, and accessibility design and consulting services.
- Interior design.
- Retail planning & design.
- Parking design & construction.
- Demolition.
- Graphic design & communication material creation.
- Signage & wayfinding.

- Offsite & prefabrication design & project delivery.
- Life cycle analysis of built environments.
- Bidding management, cost estimating, & value engineering.
- Construction contract negotiation.
- Construction management, administration, & monitoring.
- Due diligence related to the acquisition and disposition of real estate; including but not limited to financial underwriting, market research, environmental and risk analysis.

#### **4. CONTRACT AWARD:**

**Contract Award Procedure:** If a contract is awarded pursuant to this RFQ, the following detailed procedures will be followed:

By completing, executing and submitting their Proposal, the proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by the RHA. Accordingly, the RHA has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

**Contract Conditions:** The following provisions are considered mandatory conditions of any contract award made by the RHA pursuant to this RFQ:

**Contract Form:** The RHA will not execute a contract on the successful proposer's form. Contracts will only be executed on the RHA form and by submitting a proposal the successful proposer agrees to do so (please note that RHA reserves the right to amend this form as RHA deems necessary). However, RHA will during the RFQ process (prior to the submittal deadline) consider any contract clauses that the proposer wishes to include therein and submits in writing a request for the RHA to do so; but the failure of the RHA to include such clauses does not give the successful proposer the right to refuse to execute RHA's contract form. It is the responsibility of each prospective proposer to notify RHA, in writing, prior to submitting a proposal, of any contract clause that he/she is not willing to include in the final executed contract and abide by. RHA will consider and respond to such written correspondence, and if the prospective proposer is not willing to abide by RHA's response (decision), then that prospective proposer shall be deemed ineligible to submit a proposal.

Please note that RHA has no legal right or ability to (and will not at any time) negotiate any clauses contained within ANY HUD forms included as a part of this RFQ.

**Assignment of Personnel:** The RHA shall retain the right to demand and receive a change in personnel assigned to the work if the RHA believes that such change is in the best interest of the RHA and the completion of the contracted work.

**Unauthorized Sub-Contracting Prohibited:** The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFQ (including, but not limited to, selling, or transferring the contract) without the prior written consent of RHA. Any purported assignment of interest or delegation of duty, without the prior written consent of RHA shall be void and may result in the cancellation of the contract with RHA, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract, either as determined by the RHA.

**Contract Period:** RHA anticipates that it will initially award a contract for the period of up to 3 years with the option, at RHA's discretion, of 2 additional one-year option periods, for a maximum total of 5 years.

**Licensing and Insurance Requirements:** Prior to award (but not as a part of the proposal submission) the successful proposer will be required to provide:

1. An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount.
2. An original certificate evidencing General Liability coverage, naming RHA, Capital Area Developments (CAD) and Oak City Affordable Communities (OCAC) as additional insured, together with the appropriate endorsement to said policy reflecting the addition of the RHA as an additional insured under said policy (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$2,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), with a deductible of not greater than \$1,000;
3. An original certificate showing the proposer's professional liability and/or "errors and omissions" coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$2,000,000), with a deductible of not greater than \$1,000.
4. An original certificate showing the proposer's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this program, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
5. A copy of the proposer's business license allowing that entity to provide such services within the State of North Carolina, City of Raleigh, Wake County.
6. If applicable, a copy of the proposer's license issued by the State of North Carolina, licensing authority allowing the proposer to provide the services detailed herein.

**Right to Negotiate Final Fees:** RHA shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the top-rated proposer may, at RHA's options, be the basis for the beginning of negotiations. Such negotiations shall begin after RHA has chosen a top-rated proposer. If such negotiations are not, in the opinion of RHA successfully concluded within 5 business days, the RHA shall retain the right to end such negotiations and begin negotiations with the next-rated proposer. RHA shall also retain the right to negotiate with and make an award to more than one proposer, as long as such negotiation(s) and/or award(s) are addressed in the above manner (i.e. top-rated first, then next-rated following until a successful negotiation is reached).

**Contract Service Standards:** All work performed pursuant to this RFQ must conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.

## **5. SCHEDULE**

Requests for interpretation (and other questions) must be made in writing at least seven (7) days before the submission due date and time to:

Raleigh Housing Authority  
900 Haynes St.  
Raleigh, NC 27604  
Attention: Asset Management  
Email: [am\\_red@rhaonline.com](mailto:am_red@rhaonline.com)

Questions will be answered by the following business day by addendum. During the period of advertisement for this RFQ, RHA may wish to amend, add to, or delete from the contents of this RFQ. In such situations, RHA will issue an addendum to the RFQ setting forth the nature of the modification. All addenda will be posted on the RHA website at [www.rhaonline.com/business-opportunities/](http://www.rhaonline.com/business-opportunities/).

## **6. SUBMITTAL PROCEDURES**

All packets must be submitted and received by no later than the submittal deadline of 3:00 PM EDT **May 31, 2024**.



**PROPOSAL SUBMISSION:**

An original, three (3) copies, and a flash drive of the proposal must be submitted in a sealed envelope to RHA. No oral, faxed, or emailed proposals will be accepted. The envelope must be clearly marked with the words “RFQ Architecture, Design & Specialty Advisory Services 2025-28.”

All proposals must be received at the following address by the proposal deadline stated above:

Raleigh Housing Authority  
900 Haynes St.  
Raleigh, NC 27604  
**Attn:** Asset Management

Proposers are not allowed to change any requirements or forms contained herein, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to the RHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, the RHA decides that any such entry has not changed the intent of the proposal that the RHA intended to receive, the RHA may accept the proposal and the proposal shall be considered by the RHA as if those additional marks, notations or requirements were not entered on such.

It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the RHA, including the RFQ document, the documents listed within the RFQ, and any addenda and required attachments submitted by the proposer. By virtue of completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by the CO to exclude any of the RHA requirements contained within the documents may cause that proposer to not be considered for award.

## **7. EVALUATION PROCESS**

The selection process for this project is as follows:

- RHA will review consultants' proposals, and check references.
- RHA will generate a short-list of qualified consultants.
- RHA's evaluation panel will make recommendations for final approval.

## **8. EVALUATION CRITERIA/SUBMITTAL PACKET**

Responses shall contain information in the following tabbed order as listed. Identify each section to facilitate quick reference.

There are 100 total points possible in the evaluation process:

Tab 1: Cover Letter of Interest (5 Points)

Tab 2: Resumes and Technical Qualifications (25 Points)

Qualified personnel of the firm selected for a given project are required to have a minimum of 5 years' professional experience. Provide resumes and statements of specific qualifications for personnel identified to work on RHA project(s).

Tab 3: History of Past Performance (25 Points)

Each respondent will provide at least four, but not more than six references to projects completed by the respondent which are similar to the work described in this RFQ. It is preferred that each reference include discussion of cost control, quality of work and compliance with schedules. Include addresses, contract amounts, and owners' names and contact information.

Tab 4: Specific Areas of Expertise (25 Points)

Each respondent should present Firm's Experience Record for current and past projects which may include the following:

- Physical building assessments & capital improvement analysis.
- Capital improvement & renovation design & specification management.
- Site plans & site planning for single project & multiple phase communities.

- Architecture and general engineering to include comprehensive construction documents and entitlements for single, multifamily, and commercial structures.
- Landscape architecture.
- General contraction
- Civil engineering.
- Traffic impact analysis.
- Structural engineering.
- Sustainability, energy, and accessibility design and consulting services.
- Interior design.
- Retail planning & design.
- Parking design & construction
- Demolition
- Graphic design & communication material creation.
- Signage & wayfinding.
- Offsite & prefabrication design & project delivery.
- Life cycle analysis of built environments.
- Bidding management, cost estimating, & value engineering.
- Construction contract negotiation.
- Construction management, administration, & monitoring.
- Due diligence related to the acquisition and disposition of real estate; including but not limited to financial underwriting, market research, environmental and risk analysis.

Tab 5: Ability to respond to scheduling needs (20 Points)

Each respondent should provide information as to their ability to respond to projects that require special attention to timelines and possible short notice with accelerated start dates.

Tab 6: RHA Required Forms

Criteria	Evaluation Criteria - Qualifications	Weighting (Max Points)
1	Cover Letter of Interest	5
2	Resumes and Technical Qualifications	25
3	History of Past Performance	25
4	Specific Areas of Expertise	25
5	Ability to Respond to Scheduling Needs	20
6	RHA Required Forms	
<b>Maximum Total Points</b>		<b>100</b>

**RHA Required Forms:**

- A) Vendor Information Form
- B) W-9 Form