

# REQUEST FOR PROPOSAL

## Architectural Services

### Preliminary Building Concept and Plans

#### **I. INTRODUCTION**

ARCH Community Housing Trust, Inc. (ARCH), an Idaho non-profit housing provider, located at P.O. Box 1292, Ketchum, Idaho 83340, is soliciting Proposals from Architects to provide preliminary site and building concept plans for the proposed River Street Senior Housing project, a 24 unit affordable housing community to be located at 731 N. River Street in Hailey, Idaho.

#### **II. PROJECT DESCRIPTION**

The proposed River Street Senior Housing project will consist of approximately 24 units of rental housing for low income senior households aged 55 and older. The community will be constructed on approximately 0.60 acres of land currently owned by the City of Hailey at 731 N. River Street. Site details can be found at [www.blainecounty.org](http://www.blainecounty.org) reference the GIS Internet maps the parcel # is: RPH0485001002A Project design requirements will include the following:

- 14 one bedroom units – 670 to 730 square foot size
- 10 two bedroom units – 850 to 950 square foot size
- Interior corridors – 7 foot wide
- Individual unit patios/balconies
- 100% ADA accessibility in all units and common spaces
- 3 units to meet UFAS accessibility standards, fully adapted
- Elevator access to all non-ground floor levels
- Interior common space, including leasing office, services office, meeting room with partial kitchen, common laundry room(s), exercise room, computer room, library, activity room – 4,000 to 5,000 square feet in aggregate
- Covered parking – 24 spaces
- Additional parking as required by City of Hailey and ordinance – may be uncovered
- Exterior community and meeting spaces as possible
- Design to Green Building Standards as possible
- Exterior design to be consistent with neighboring and community uses and compliant with City of Hailey requirements

#### **III. PREPARATION OF PROPOSALS**

Envelopes containing Proposals shall be labeled as stated on cover page and must be presented so that they may be easily identified as containing a Proposal. Envelopes must include the following:

- Name and location of project.
- Name and address of bidder.
- Addressed to ARCH or NBH.

Submit proposal in triplicate plus one original. (Oral or telephone modifications will not be considered.)

#### **IV. PRE-QUALIFICATION**

To be considered as eligible to submit a Proposal, Bidder must be legally licensed under applicable laws in the State of Idaho.

Architect/Engineer must have demonstrated prior experience in designing multifamily housing in accordance with applicable codes, standards, rules and regulations.

Bidder must have experience in new construction multifamily residential properties.

Bidders must not be on the U.S. Department of HUD debarment list of excluded parties list

#### **V. SCOPE OF WORK**

ARCH is soliciting work to include in an application for financing with Idaho Housing and Finance Association. Preliminary plans and other work included below will be used in that and other applications to Idaho Housing and Finance Association and other potential project-related parties, including but not limited to lenders, investors, grantors and agencies.

Scope of Services and Responsibilities shall be documented by Letter Agreement and shall include the following:

Preliminary Site Design acceptable to Owner and City of Hailey  
(consistent with City Ordinance, with any variance specifically identified).

Preliminary Unit Plan – 1 and 2 bedroom units

Preliminary Floor Plan(s)

Preliminary Elevations

Preliminary Certifications as required by Idaho Housing and Finance Association, or other project-related entities

All work must be completed not later than January 11, 2010.

The Scope of Services and Responsibilities relates to Preliminary Plans and Concepts and does not extend to full project design and administrative services should the project receive funding and ARCH elects to proceed. These services shall be contracted under a

separate, unrelated Request for Proposal. Preliminary plans and concepts shall be jointly owned by the Architect and ARCH.

## **VI. FORM OF PROPOSAL**

Proposals must consist of the following information in the order indicated below:

Cover letter stating interest in project with signature of duly authorized principal.

Technical qualifications.

Experience with similar projects involving senior and multifamily housing, in particular multistory and infill projects.

Experience of key staff personnel assigned to the project.

List of Professional/Owner References.

Evidence of License in the State of Idaho.

Cost of services breakdown in accordance with Section V Scope of Services.

## **VII. ACCEPTANCE OR REJECTION OF PROPOSAL:**

ARCH reserves the right to reject any and/or all Proposals when such rejection is in the interest of ARCH. ARCH reserves the right to waive any information and technicalities in bidding. Contract will be awarded on the basis of the factors which are listed below. ARCH reserves the right, however, to award contract to its best interest.

- Firm qualifications and experience
- Personnel qualifications
- Approach and capability
- Previous experience with similar type work
- References
- Cost

## **VIII. GENERAL INFORMATION**

Bid Proposals will be received at the offices of ARCH Community Housing Trust, 160 2nd Street West, Suite 217, POB 1292 Ketchum, ID 83340, until 1:00 pm on January 11th. Bid Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened privately.

The Owner shall hold the bids for up to 5 days for purposes of reviewing the bid Proposals. The Owner shall announce the successful bidder on or before 7 days from the final date of receipt of proposals.

Bidders should carefully review the pre-requisites for bidding which will be adhered to when interviewing the bids. Bids will be evaluated to determine the bidder that is responsive to the solicitation and is most advantageous to ARCH, price, capacity, experience, and other factors considered.

**THE OWNER RESERVES THE RIGHT TO WAIVE IRREGULARITIES AND TO REJECT ANY AND ALL BIDS.**

There will be an optional question and answer session at Hailey City Hall on Tuesday, December 29<sup>th</sup> at 1:00pm.