

Request for Architect Proposals

Hedding Drive Rehab & New Construction &
Church-Forest Street Scattered Site Rehab
Project, Randolph, Vermont



June 30, 2022

Project Description

Randolph Area Community Development Corporation (RACDC) is seeking proposals for architectural services for a project at Hedding Drive in Randolph, VT, involving the rehab of 16 existing units in two buildings at 3 & 5 Hedding Drive, and the development of 20-30 new units on land adjacent to and south of the existing units. 3 & 5 Hedding Drive is a Low Income Housing Tax Credit project, which we to re-syndicate to incorporate both aspects of the rehab and new construction on Hedding Drive. We plan to incorporate two additional apartment buildings in Randolph, on Church Street and Forest Streets, into this syndication project to complete upgrades to those properties at the same time. The Architect will become a member of the project team including the Owner, the Construction Manager, engineers, and other consultants. Preconstruction services are expected to commence immediately upon award of contract. In submitting a proposal please address all the items and include any relevant information regarding your firm and the proposal.

Project Overview

Randolph Area Community Development Corporation, aka RACDC, (hereinafter referred to as “Owner” or “RACDC”), is a nonprofit organization dedicated to community development and revitalization and to providing quality perpetually affordable housing to low- and moderate-income residents of the Randolph area.

This project involves the development and rehabilitation of an existing property within RACDC’s portfolio, to serve primarily low-and moderate-income households in the Randolph area. The work to be undertaken at Hedding Drive, Forest & Church Streets will involve feasibility evaluation and conceptual planning, and design, rehabilitation of the existing units, and construction of the remaining undeveloped 2+/- acres on Hedding Drive with new housing. RACDC’s goals for this project are to upgrade the existing units to eliminate obsolescence, increase energy efficiency, increase comfort and durability, and ensure affordable ongoing maintenance for another generation of use. We also plan to construct new units on the vacant land on Hedding Drive that will work well with the existing units, consider common use of parking and other common elements, and create new units which, if possible, meet Efficiency Vermont’s High Performance Home standards. In addition, we will make these units affordable to build and maintain, serving a mix of household sizes and solely or primarily affordable to low- and moderate income households. Information on the location of the sites is linked to below.

The broad scope of project work includes the following.

- 3 & 5 Hedding Drive Buildings: Site Plan and building rehabilitation plans for needed upgrades, as well as site planning that upgrades existing infrastructure elements and envisions potential infrastructure and common area interconnection of the existing buildings with the new construction. Significant energy efficiency upgrades to the building shells, including ‘exoskeleton’ insulation, window replacement and weatherization was completed in 2011-2012, but building was designed with ‘heating

plants” in each building, some of which remain individual. Over the course of time, we have reduced the number of individual heating systems, but given the existing building features and the site’s solar orientation, we wish to evaluate the potential for use of heat pumps, solar PV and battery storage to reduce reliance on fossil fuels and further reduce redundancy in heating equipment. A Capital Needs Assessment (CNA) of the existing Hedding Drive buildings was completed in April 2022.

- 3 & 5 Hedding Drive Vacant Land: Site plan and building designs for between 20 & 30 new, highly energy efficient units, ideally to meet Efficiency Vermont High Performance building standards incorporating factory- built modules, efficient electric heating, cooling, ventilation, and hot water, and solar electric generation and battery storage options.
- Church Street and Forest Street buildings: Rehabilitation plans and site updates to bring apartments up to current codes and increase energy efficiency and make ongoing maintenance as cost effective and optimized as possible. The Church Street building contains 3 units and was re-built after a fire, approximately seven year ago. It is in very good condition overall, and includes rooftop solar hot water tubing, which we want to consider replacing or amending with rooftop or site Solar PV and other improvements that may contribute to ongoing cost effectiveness. The Forest Street building is an older, Victorian era house and carriage house renovated to include 6 units. Its condition is good, but is likely to require some site, interior and exterior upgrades and improvements to address project goals of long-term affordability and ease of management. A CNA is being requested for these buildings.
- The Hedding Drive and Church Street buildings are within easy walking distance of Randolph’s schools and downtown Randolph and are therefore highly desirable locations for families with school aged children. The Church Street property is in downtown Randolph in the highly desirable “hospital hill” neighborhood.
- Universal Design and Accessibility will be integrated into the projects to ensure that the projects can accommodate households with physical disabilities to the extent feasible.
- Conceptual and construction design plans and evaluation, including on site infrastructure evaluation and capital needs, before and after project;
- Optimization of plans and schedule to meet desired goals, including scattered site development incorporating the existing rental units and anticipated new construction into one project, with coordination between architect, construction manager, engineers, development consultant and owner;
- Funding and construction.

Attached to this proposal may be found at the following link: https://racdc-my.sharepoint.com/:f/p/julie/EnZTRq9XfmJDgFqemtXk_OIBrDvHS6wxFlv5Za1ihSJUJQ?e=RdEJbj

- Parcel map with aerial imagery for all 3 sites
- Project plans of 1998 & 2011 upgrades to existing buildings at 3 & 5 Hedding Drive
- Photos of Church Street & Forest Street Apartment buildings.
- 2022 Capital Needs Assessment for existing apartments at 3 & 5 Hedding Drive.
- 1998 Site plan

Project Budget

The total cost is dependent on the final design, but is likely to be in the \$10MM range. The project is in the design and evaluation phase, with a goal of a feasible schematic project design completed by October, 2022, funding requests completed by July 2023, and construction and rehab beginning in late 2023.

Project Team

Owner: Julie Iffland, Executive Director, RACDC

Construction Manager: RFP being developed. Architect will be involved in selection.

Energy & High Performance Development Advisory: Peter Schneider, VEIC

Development Consultant: David Pride, Pride Development LLC

Project Schedule (subject to change)

Issuance of RFP:	June 30, 2022
Deadline for RFP Response:	July 25, 2022 at Noon
Interviews with potential candidates:	By July 26-27, 2022 (may be waived by Owner)
Selection of firm – anticipated date:	By July 29, 2022 <i>*subject to interview schedule</i>
Start date (no later than):	August 1, 2022
Design, Estimate & Funding period:	August, 2022 – July 3, 2023
Construction start (estimated):	Fall 2023
Anticipated completion:	2023-2024

A site visit will be held on Tuesday, July 12, 2022 at 10am. Meet in the parking lot at 3-5 Hedding Drive. Please RSVP to the email address below if you plan to attend.

The design schedule is subject to change. Permitting and financing considerations may cause certain elements of the design process to advance at a different pace. Project may be divided into new construction and rehab for funding or practical issues based on best approach and feasibility/conceptual phase evaluations.

Scope of Services

Phase I: Feasibility & Schematic Design (August – October 2022)

The architect will work with the Development Team to develop Schematic Designs which can be brought to funders for approval.

- Choose one primary contact person from the predevelopment phase through the completion of construction administration. The architect must consult with the Owner's representatives in all matters relating to site layout, design, project cost, materials, quality control, change orders, and other issues impacting the cost and quality of construction.

- Attend meeting(s) with Owner and Owner’s selected consultants to review the project;
- Some engineering may be necessary before the Design Development phase. As needed, solicit and obtain proposals from mechanical, electrical, civil, fire protection and structural engineers to be reviewed by both the architect and the Owner. Architect and Owner will select engineers for the project; the engineers will have a subcontract with the Architect.
- Evaluate plans and designs of existing buildings and visit them to evaluate.
- Prepare schematic drawings for chosen design including elevations which meet accessibility rules, current codes, and any other applicable standards such as Neighborhood Development Area guidelines (all three sites are within Randolph’s Neighborhood Development Area district as approved) or funder requirements.
- Prepare an outline specification for the work, which should include an effort to meet high performance, ‘Net Zero’ standards for the new units, and the VT Housing Finance Agency and VT Housing and Conservation Board energy standards for all units.
- Working with the Construction Manager, prepare and update construction estimates as the development planning progresses. Finalize detailed cost estimates with the Construction Manager.
- Provide project scope descriptions as required for financing applications.
- Coordinate with Development Team to develop and evaluate program and design options and with engineering, landscape, and other consultants as necessary to determine feasibility of each.
- Complete preliminary building floor plans, sections, and elevations including 3-D models, showing layouts, preliminary material and landscape concepts, and any necessary modifications to previous infrastructure designs.
- Address preliminary mechanical, electrical, and plumbing issues.
- Conduct code research and coordinate with regulating agencies (licensing, building department, planning department, etc.).
- Present design to interested parties for feedback.
- Revise and finalize design subsequent to client discussions.

Future phases

If the design work is determined by RACDC, in its sole discretion, to be suitable and fundable, RACDC intends to contract with the selected architect for design development through construction administration phases of the project. If we have success in obtaining initial funding requests, we expect to extend the contract with the selected Architect for the design development, construction documents, bidding and negotiation, and contract administration phase. The construction administration phase would not be committed to, nor move ahead until HUD Environmental Clearance was obtained.

We intend to execute a form of AIA B101-2007 as amended by the Owner as the contract between Architect and Owner, or current form that is acceptable to proposed funders. The

Owner will retain final approval of all decisions and reserves the right to reject a bid for any reason.

Phase II: Design Development:

The selected architect will:

- Attend meeting(s) with Owner, other consultants, funders and regulators to refine design, identify value engineering opportunities and resolve conflicts.
- Solicit and obtain proposals from mechanical, electrical, civil, fire protection and structural engineers not procured in Phase I, to be reviewed by both the architect and the Owner. Architect and Owner will select engineers for the project; the engineers will have a subcontract with the Architect.
- Prepare a complete code and permit review of need for new or amended permits.
- Design team shall be responsible for support and participation in obtaining all necessary permits, coordinating with Owner and Owner's legal counsel as necessary, and attending up to 4 public hearings.
- Produce drawings and information for local and state regulators, as required, including site plan; typical floor plans and building elevations.
- Meet with Public officials to review plans and to resolve design and permit issues.
- Refine and revise the design including further development of structural, mechanical, and electrical.
- Work closely with engineers and consultants to coordinate site and building designs.
- Produce plans and specifications for review by the Owners.

The architect should expect to have multiple design review meetings with the Development Team.

Phase III: Construction Documents:

- Meet with Development Team as required, to review plans and resolve issues.
- Review and incorporate in final plans and specs, energy-related building and mechanical improvements, as recommended by Efficiency Vermont and other energy-related funding sources.
- Prepare final construction drawings and specifications that the Owner and CM will use to estimate pricing and obtain competitive bids for the project. As needed, work with Modular or panelized manufacturer on new construction design coordination.
- As needed, continue to develop and evaluate Value Engineering options.
- Plans and specifications must be detailed and complete, coordinating all components of the project to include: site plan, landscaping, civil & structural engineering, architecture, and mechanical, fire protection and electrical systems.
- Prepare Vermont Department of Public Safety application for submission by the Owner.

At around 80% construction drawings, the architect will provide information to the Construction Manager estimator for a revised cost estimate and at 100% for development a Guaranteed Maximum Price.

Phase IV: Bidding and Negotiations:

The architect will be expected to work closely with Construction Manager and Owner to:

- Contribute to and review bid documents
- Attend contractor meetings or walk-throughs as desired or required
- Respond to contractor inquiries and addenda through the bid phase.
- Assist the CM in evaluating bids and preparation of contracts as needed.
- Assist in contract negotiations, as requested.

Phase V: Construction Administration:

Work to include, but not be limited to:

- Construction oversight.
- Coordinate with consultants and contractors to resolve problems in a timely manner.
- Attend one site visit and one regular job meeting per week and develop meeting minutes;
- Review all material and equipment submittals and shop drawings.
- Provide clarification sketches as needed.
- Review all change orders with supporting documentation for owner's approval.
- Review and certify contractor requisitions for payment.
- Preparation and distribution of punch lists.
- Conduct final inspection of work.
- Preparation and certification of certificate of substantial completion.
- Obtain certificates of occupancy for each building.
- Conduct one-year warranty inspection. Prepare and distribute list of warranty items to be corrected by contractor.

Design Principles

The Owner is open to a creative design approaches provided that it builds upon the conceptual site plan and honors the Design Principles, which include:

- In keeping with the principles of the Neighborhood Development Area Designation, housing will be designed to encourage a mix of ages and incomes with an emphasis on affordable 'workforce' housing. To this end, the project design should include mix of unit sizes and accommodations.
- The project will be a "green" development. We desire to design new units to 'net zero' all-electric High Performance standards, incorporating or retrofitting for solar PV energy generation sized for the homes with electric appliances and electric backup in new and existing units to the extent possible.
- Homes should be affordable without sacrificing design, sustainability, durability, 'curb appeal' and attractive and practical interior design elements.
- The redeveloped site should include meaningful, usable, well-planned common spaces.
- The site and circulation within the Hedding Drive site should provide pedestrian connections and opportunities for use of the outdoor areas that don't impair privacy of units.

- We are interested in working with the architect to investigate opportunities for volumetric modular multi-family development that might reduce the time and overhead costs of development.
- RACDC is also interested in the possibility of engaging the architect on an hourly basis for preliminary pipeline project evaluations of housing opportunities in and around Randolph, VT during the period of this project.

RFP Evaluation Criteria

Applicants will be scored on the information submitted, references and attachments. Criteria for selection will be based on the following:

- The firm’s experience:
 - working with a non-profit housing organization, working with a limited budget, and experience with publicly and federally funded projects and related documentation requirements;
 - designing affordable multi-family housing development;
 - designing to VEIC High Performance and green building standards;
 - working with Efficiency Vermont to optimize energy goals;
 - design experience for a variety of building types, including modular and panelized;
 - permitting, especially building codes and standards for multi-family property and accessibility requirements under Section 504 of the Americans with Disabilities Act
 - Vermont Housing Finance Agency Construction standards;
 - construction administration;
- Personnel assigned to the project and the fit of their experience;
- References from previous projects;
- The firm’s ability to work within the Developer’s time frame and needs; and
- Professional fees and costs.

Other Requirements

The selected architect will be required to sign the Architect’s Certification forms from the Vermont Housing & Conservation Board and the Vermont Housing Finance Agency, and the Vermont Department of Fire Safety Accessibility compliance forms as well as any other certifications required by funders or Owner.

The selected architect will be required to provide professional liability/errors & omissions insurance coverage on this project with an annual aggregate of \$2,000,000, and \$1,000,000 per occurrence coverage.

Proposal Submission Requirements

Proposal submission should include a narrative responsive to Design Principles and the RFP Criteria outlined above, and the following:



1. Not-to-exceed price itemized for Phase I feasibility services related to this project. Include not-to-exceed price for reimbursable expenses. Provide an estimated number of hours that will be required for engineering services.
2. Price for full architectural services (each remaining phase) based on a percentage of estimated construction cost of \$10MM (above). Assume that the architect will be responsible for hiring and oversight of the engineering services of the project. Assume that the actual cost of the engineering services is not part of the lump sum price as presented, but will be incorporated into a revised lump sum price when consultants are engaged. Provide for a reasonable allowance for engineering services, broken out for feasibility work and the mark-up charged on engineering contracts. The lump sum should be itemized for:
 - Phase II: Design Development
 - Phase III: Construction Documents
 - Phase IV: Bidding and Negotiation
 - Phase V: Construction Administration
3. Include whether your firm would be willing to perform limited work on pre-project evaluations of potential future project opportunities in and around Randolph, VT during the period of engagement on the subject of the RFP, and the staff and hourly pricing for such evaluations during the project period.
4. If your firm currently involved in litigation due to its involvement in a recent construction project, provide detail as to the nature of any such litigation.
5. List your rates by position for all personnel that would apply to work done by your own forces, itemized as necessary to show all burdens and other labor related costs which will be charged to the project.
6. Indicate your firm's availability for start-up, and commencement and completion dates.
7. References for work performed in similar projects, the references role in the project, and the name, location and brief description of the project, and how the experience relates to this project.

Evaluation

Owner will review replies to this proposal and negotiate a contract with the selected firm for the design development, construction documents and construction administration phases of the project. Pre-construction services will include evaluation of alternative design and construction approaches. Architect will be awarded a contract for preconstruction services and may be awarded a separate contract for construction services. **There is no guarantee that the pre-construction work will result in project feasibility or funding, and no guarantee that the construction phase contract will be awarded.**

Architect must demonstrate: evidence of good standing, and being registered to do business in the State of Vermont. Minority- and women-owned businesses are strongly encouraged to respond. Randolph Area Community Development Corporation is an Equal Opportunity Provider and Employer. The Davis-Bacon Act and Section 3 is likely to apply to this project.

Proposals are due to Owner by July 25, 2022 at Noon. It is the intent of the Owner to make the decision on the choice of an architect on/before July 29, 2022. Site tour will commence at 3 & 5 Hedding Drive parking lot on Tuesday, July 12, 2022 at 10am.

The Owner may choose to interview final candidates prior to making their final decision. These interviews, if required, will take place at our office or by conference or video call. The Owner reserves the right to accept or reject any or all of the proposals.

Please address the proposal, and any other questions to Julie Iffland, Julie@racdc.com and the development consultant, David Pride prideconsulting@yahoo.com.