NHSP HOLDINGS, LLC, TRELLIS, AND TRELLIS COMMUNITY DEVELOPMENT (THE OWNER)

REQUEST FOR PROPOSAL

ADVERTISED

RFP – Design Development for Condominium Townhomes

PROPOSAL DUE DATE: June 9, 2017 at 4:30 PM
Mountain Standard Time (MST)

CONTACT PERSON: Dan Pierce, Project Manager
NHSP Holdings, LLC, Trellis, and Trellis Community Development (the Owner)
E-mail: dpierce@trellisaz.org
Web: http://www.trellisaz.org

Delivery Addresses

PHYSICAL ADDRESS: NHSP Holdings, LLC, Trellis, and Trellis Community Development (the Owner)
Attn: Dan Pierce, Project Manager
1405 E. McDowell Rd.
Phoenix, AZ 85006

MAILING ADDRESS: NHSP Holdings, LLC, Trellis, and Trellis Community Development (the Owner)
Attn: Dan Pierce, Project Manager
1405 E. McDowell Rd.
Phoenix, AZ 85006
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SECTION I
General Information

1. **Background Information:** NHSP Holdings, LLC, Trellis (formerly Neighborhood Housing Services of Phoenix), and Trellis Community Development (the Owner) is a 501(c)(3) non-profit organization. Incorporated in 1975, Trellis has made stable homes possible through home ownership counseling, financial access and neighborhood development. Trellis developments and projects have ranged from neighborhood revitalization efforts and minor repair programs to city-wide acquisitions and rehabilitation, as well as the new construction of single-family homes. We also help with lease-purchase, down payment assistance, Employer Assisted Housing, the acquisition and rehab of government-owned properties and affordable rental apartments. Regardless of income, education or background, we help individuals and families across Arizona. As a NeighborWorks America member and a Freddie Mac Borrower Help Center, we are connected to a strong network spanning all 50 states.

2. **Request for Proposals (RFP):** The Owner is soliciting competitive bids from professional Architects, Designers and Engineers to presenting a concept to develop a property located at 1617 West Colter Street, Phoenix, AZ, APN 156-38-011 (the Subject), to its highest potential as an on-grade multi-family condominium townhome development.

3. In its broad form, the scope of work (the Project) will involve any rezoning, re-platting and entitlement work to develop the winning concept into fully approved, permit-ready site development, grading, drainage, utility, building improvement and landscaping designs in compliance with all applicable regulatory requirements, local zoning ordinances, residential building codes with City of Phoenix amendments, and assume the role of Project Architect/Engineer.

4. Professional Architects and Engineers for planning, design and coordination of site, civil, infrastructure and building improvement plans shall be capable of producing and delivering design documents, construction administration, engineering services, and other services, as tasked by the Owner. The entities who respond to this RFP are herein referred to as the Professional Consultant(s)/Firm(s).

5. **RFP Packet:** The instructions governing the proposal preparation, required documents to be submitted, and evaluation criteria are provided herein, and are mandatory requirements which must be met to be eligible for consideration.

6. The Owner has conducted assessments to identify, test and document areas and all hazardous materials that affect the project area per EPA and other applicable governing agencies. All findings are summarized in a discipline report as described below and serve as input for future improvement and/or development. The discipline report contains an appropriate level of documentation and test results to determine the presence, or extent to remediate and/or abatement the hazardous material where discovered. The discipline contains: 1) Identification of hazardous material 2) Scope of work for removal of hazardous material (where discovered) 3) locations of certified county landfills in the region closest to the project location.

7. For all locations as described in the RFP, these clearances have been completed. However, Consultant(s)/Firm(s) will provide additional of updated information if, and when needed.
8. **Procurement Process:** The Owner will use the competitive proposal procurement process to select the winning concept and firm to deliver the Project. The issuance of this RFP is to solicit information from potential Firms in accordance with Section II and III of this proposal. The Owner will evaluate these requirements to determine which Firms are the most highly qualified to deliver the Project(s). The Owner will rank the Firms based on the requirements of Section II and III of this proposal and the Fixed Fee Proposals to determine the apparent best value. The Fixed Fee Proposals shall be in accordance with the Section II as outlined in this RFP. The Owner has the right to cancel or re-advertise this RFP at their discretion.

9. **Estimated Schedule of Activities:**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Due Dates:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Advertisement Dates:</td>
<td>April 20, 2017 to April 27, 2017</td>
</tr>
<tr>
<td>b) Request for Proposals Due:</td>
<td>June 9, 2017 @ 4:30 PM</td>
</tr>
<tr>
<td>c) Pre-Proposal Meeting *</td>
<td>April 27, 2017 10:30 AM to 12:30 PM</td>
</tr>
<tr>
<td>*Pre-Proposal Site Meeting and Conference:</td>
<td></td>
</tr>
<tr>
<td>1617 West Colter Street, Phoenix, AZ 85015</td>
<td></td>
</tr>
<tr>
<td>APN# 156-38-011</td>
<td></td>
</tr>
<tr>
<td><em>See Appendix A in Section II map views of subject parcel and surrounding environs.</em></td>
<td></td>
</tr>
<tr>
<td>d) Evaluation of Proposals:</td>
<td>June 12 – 16, 2017</td>
</tr>
<tr>
<td>e) Presentation of Concepts:</td>
<td>June 19 – June 23, 2017</td>
</tr>
<tr>
<td>f) Owner Selection:</td>
<td>June 26, 2017</td>
</tr>
<tr>
<td>g) Execution of Contract/NTP:</td>
<td>June 27 – July 12, 2017</td>
</tr>
</tbody>
</table>

*The Owner will issue an addendum if there is any deviation from the due date.*

10. **Inquiries:** ANY AND ALL inquiries or questions shall be submitted in writing to dpierce@trellisaz.org by June 9, 2017 @ 4:30PM. All responses will be made in writing to all firms who have an interest in this RFP.

11. **Addendum of Supplement to this RFP:** In the event it becomes necessary to revise any part of the RFP, the Project Manager shall issue a written addendum on the specifics of the change(s) and inform all concerned. The issued Addendum must be acknowledged and signed by the Firm and included in the proposal response. Failure to acknowledge and submit any issued addendum shall be grounds for the Owner to deem your proposal as Non-Responsive.

12. **Inquires and Requests for Information to this RFP:** Inquires as to matters of clarification, RFP content, Scopes of Work, design intent and all other will be address at the Pre-proposal meetings, or through a formally submitted Request for Information (RFI) after the meeting. There will be NO responses to any requests in advance of the pre-proposal site meeting.

13. **Late Receipt of Proposal:** Late proposals shall not be accepted. It is the responsibility of the firm to ensure the proposal arrives at the Trellis office located at 1405 E. McDowell Rd, Phoenix, AZ 85006, prior to the due date and time specified NO Exceptions.

14. **Rejection of Proposals:** The Owner reserves the right to reject any or all proposals and to waive informalities in the proposals received whenever such rejection or waiver is in the best interest of the Owner.
15. **Proprietary Information:** Any restrictions on the use of data contained within any proposal must be clearly stated in the proposal itself. Each and every page that contains proprietary information must be labeled or identified with “Proprietary”.

16. **Ownership of Proposals:** All materials submitted with the bid accepted shall become the property of the Owner and not returned to the firm. The Owner has the right to use any or all information presented in the bid for the purpose of review and qualification. Disqualification or non-selection of the Firm or bid does not eliminate this right.

17. **Incurring Cost:** The Owner is not liable for any cost incurred by the Professional Consultant(s)/Firm(s) prior to issuance of the contract award for the Professional Firm/Consultant(s).

18. **Acceptance of Proposal Content:** The contents of the proposal of the successful Professional Consultant(s)/Firm(s) will become contractual obligations if action ensues. Failure of the successful Professional Consultant(s)/Firm(s) to accept these obligations may result in cancellation of the award and such Professional Consultant(s)/Firm(s) may be removed from future solicitation.

19. **Acceptance Time:** **No inquiries after closing date of solicitation will be accepted.**

20. **Award of Proposal:** Upon selection, the contract document will be prepared and delivered to the Professional Consultant(s)/Firm(s) and the proposal deliverable submitted by the Consultant(s)/Firm(s) will become part of the contract.

21. **Evaluation Procedures and Criteria:**
   a. All proposals will privately opened at or on the specified due date.
   b. **Review:** A review team will evaluate the proposals received in accordance with the general criteria used herein. Consultant(s)/Firm(s) will be afforded the opportunity to present their concept plan to the Award Committee and to provide any additional information the team feels necessary to the fair evaluation.
   c. **Endorsement:** Failure of Consultant(s)/Firm(s) to provide any information requested in the RFP will result in disqualification of the proposal. All proposals must be endorsed with the signature of a responsible official having the authority to bind the offer to execution of the proposal.
   d. **Employment of Low Income Persons Statement:** The firm must include a statement detailing the firm’s employment and training opportunities and its plan to provide HUD Section 3 individuals, or support of Section 3 Qualified Business, Minority, Women, or Veteran Owned Businesses and the Non-Profit Housing sector in implementing the contract and in the award of a subcontract; and the number or the percentage of low-income person(s) anticipated for employment and training.

22. **Teaming Parameters**
   1. As used herein, the term, Consultant(s)/Firm(s) means any of the following entities: The Architect/Engineer(s), or if the Design Firm is a partnership, joint venture, limited liability company, or other form of association: any general partners, joint venture members, or members of the Design Firm(s). The lead engineering / design firm; Each engineering / design sub-consultant who is expected to perform 30 percent or more of the design work; and/or; The firm or personnel who will be performing quality assurance inspection and materials quality testing and documentation for the Project.
2. Team Continuity and Changes to Organizational Structure:
   Following submittal of the Statement of Qualifications (SOQ), Key Personnel or Major Participants identified in the SOQ may not at any time be removed, replaced, or added without the written approval of the Owner. The Owner may revoke the short list status of a Submitter if any Key Personnel or Major Participant identified in the SOQ is removed, replaced, or added without Owner notification. To qualify for approval, the written request shall document that the proposed removal, replacement, or addition will be equal to or a more qualified Key Personnel or Major Participant provided in the SOQ.

23. **Standard Contract:** A Standard Design Professional Services Agreement may be negotiated with the Professional Consultant(s)/Firm(s) whose concept design and proposal is determined to be advantageous to the Owner, in consideration of qualifications, knowledge of non-profit housing practices and regulations, and cost. NHSP Holdings, LLC, Phoenix Housing Partnership, LLC, Trellis, and Trellis Community Development (the Owner) reserves the right to incorporate standard contract provisions into any contract negotiations as a result of a responsible and responsive proposal in response to this RFP.

24. **Selection of the Professional Consultant(s)/Firm(s):** In the best interest of the Owner, each respondent will be afforded the opportunity to present their concept to the award panel prior to the Owner’s selection and acceptance of proposal. Proposals therefore should be submitted on the most favorable terms, from both price and technical perspectives.

25. **Insurances(s):** Insurance(s) will be required based on the project type and will be defined in Section III.
SECTION II
General Scope of Services (SOS)

**General Scope:** The purpose of this request for proposal (RFP) is to procure qualified Consultant(s)/Firm(s) capable of producing and delivering design documents, construction administration support, physical needs assessments, engineering services, and construction services in support of a *new townhouse condominium development*, and other activities as assigned by the Owner. Work activities will be assigned as listed in the next section. It is the intention of the Owner to develop and complete the project over a 30 month period.

The contract period shall be valid from the date of Notice to Proceed and shall not exceed 3 years. The specialized work assignments under this contract will be Fixed Fee Price for Conceptual Design, Programming, Design Development, Construction Documents and Approvals, and a Guaranteed Maximum Price for Construction Administration as established no later than completion of the Design Development phase, and as negotiated with the Owner.

The Consultant(s)/Firm(s) shall provide professional services to include, but not limited to physical assessments, design services, structural, electrical and civil engineering, various cost estimating, surveying, construction administration, construction services and other services required for the complete performance of the project under the agreement. This work includes, but not limited to survey review of existing and new site conditions; development of and acceptance of a conceptual plan, master planning/programming, construction documents, design reviews, project evaluations, feasibility studies, expert witness capability, technical studies, and other construction related services required based on those assessments. The assessments will provide deficiency reporting and outline limitations and restrictions affecting the project, from which the program is to be developed.

All documents and files developed during the course of this contract will become the property of the Owner for their use and at their discretion. These documents may include calculations, drawings, renderings, specifications, and electronic files of the same. Documents shall be provided to the Owner or Contracting Owner Representative to the address identified by the Owner. The firm shall have no claim for additional compensation as a result of the Owner’s exercise of its rights of ownership and use of the documents.

The selected Consultant(s)/Firm(s) firm shall provide a fixed line item fee schedule as outlined in Appendix B of the RFP, based on the Scope of Services (Appendix A) detailed below. These established billing rates will be used during the entire duration of this contract. The Owner will issue the Notice to Proceed to the selected Consultant(s)/Firm(s) upon execution of the Agreement. No work or obligations shall be performed by the Consultant(s)/Firm(s) until such notice is given by the Owner.

Refer to Appendix C “Scope of Services” for Project Specific Requirements
A. RESPONSIBILITIES:

1. Consultant(s)/Firm(s) Responsibilities:
   a) **Site Visits**: Upon the issuance of a Notice to Proceed, the firm will visit the site(s) and its surroundings and ensure all aspects of this RFP’s contractual obligations are being fulfilled.
   
   b) **Coordination**: The Consultant(s)/Firm(s) shall design the project to conform to applicable Federal, State, and local laws, codes, ordinances and regulations as modified by any waivers which may be obtained from the appropriate jurisdictions. Such requirements shall be identified in the Design Program. Coordination with these governing agencies will be the responsibility of the Consultant(s)/Firm(s).
   
   c) **Plan Reviews**: Additionally, the Consultant(s)/Firm(s) should be able to review the drawings and transmit all review comments electronically. Such reviews may require reviews of other firms doing design service with the Owner in other projects. Such reviews will require excellent recordation, knowledge of code requirements, and ability to ensure design accuracy based on appropriate codes.

   The Consultant(s)/Firm(s) shall submit to those agencies of the local utility providers, State or Federal Government (except HUD) entities having jurisdiction over the project all construction documents which they have the right to require for approval of any features thereof. If the requirements of any such agencies are inconsistent with the criteria, the Consultant(s)/Firm(s) shall promptly notify the Owner in writing. All coordination with these agencies is the responsibility of the Consultant(s)/Firm(s) and the time length for review with said agencies should be considered in the proposal.
   
   d) **Plan Changes and Modifications**: The Consultant(s)/Firm(s) shall make all changes necessary to the construction documents to obtain approval by the Owner. Such approval shall not relieve the firm of other obligations under this agreement except as to features thereof upon which the Owner has specifically instructed in writing.

   The duties, responsibilities, limitations of authority, anticipated periods of employment, and schedule of compensation of such Project Representations shall be set forth by the Owner. Coordination of these services shall be performed by the Consultant(s)/Firm(s) as a Basic Service. All fees of such services shall be included in proposal.

   If any of the following additional services are ordered in writing by the Owner, they shall be paid for by the Owner as provided in the Actual and Reasonable Expenses.

   i. **Plan/Specification and Document Revisions**: Major revisions of previously approved drawings, specifications, and other documents, due to causes beyond the control of the Consultant(s)/Firm(s) and not due to any error or omission by him/her or failure to carry out his/her obligations under this agreement.

   ii. **Witness Proceedings**: Preparing to serve or serving as an expert witness in connection with any public hearing.
e) **Meetings:** The Consultant(s)/Firm(s), representatives and professional consultants shall attend conferences involving matters related to the design and construction of the project when and as deemed necessary by the Owner. These meetings shall include but not limited to:
   i. Meetings with community groups and residents
   ii. Meetings with city partners and planners
   iii. Design Meetings
   iv. Document Review Meetings
   v. Pre-Construction Meetings
   vi. Constructability Meetings
   vii. Monthly Meetings
   viii. Utility Pre-Construction Meetings
   ix. City Council Meetings

2. **Owner Responsibilities:**
   a) **Contracting Officer.** The Owner shall at the time of the award, designate the Contracting Officer Representative (COR) authorized to act in its behalf with respect to the project. The contracting officer shall examine documents submitted by the Consultant(s)/Firm(s) and shall promptly render decisions pertaining to the project to avoid unreasonable delay in the progress of the Consultant(s)/Firm(s) work.
   
   b) **Design Criteria.** The Owner shall provide instructions concerning room distribution area, handicapped occupants and other non-dwelling facilities (management, maintenance, and community) and construction cost limits.
   
   c) **Project Non-Conformance.** If the Owner observes or otherwise becomes aware of any fault or defect in the project or nonconformance with the Contract Documents, it shall give prompt written notice thereof to the Consultant(s)/Firm(s). The Consultant(s)/Firm(s) firm will notify the contractor after it has been bought to their attention.
   
   d) **Counseling.** The Owner reserves their right to engage legal, accounting, and insurance counseling services as may be necessary for the project, as it pertains to the contract between the Consultant(s)/Firm(s) and the Owner.

B. **Time Frame:** The Consultant(s)/Firm(s) and the Owner shall agree upon a Schedule of Time and order for development of the project and the performance of the Consultant(s)/Firm(s) services. The schedule shall be based upon reasonable times for review, approval and return of documents to insure the prompt and continuing execution of the work. The schedule shall include provisions for the preparation and delivery by the Consultant(s)/Firm(s) to the Owner of:

   “Typical” Project Timeline:
   1. Total duration of this Contract shall not exceed 3 years from date of receipt of Notice to Proceed.
2. Field Investigations and Assessment Reports and Recommendations within 20 calendar days from date of receipt of Notice to Proceed.

3. Submission of the Design Program within 45 calendar days from date of receipt of Notice to Proceed.

4. Schematic Design Development within 90 calendar days from date of receipt of Notice to Proceed therewith.

5. Design Documents within 150 calendar days from date of receipt of Notice to Proceed therewith.

6. Final Construction Documents within 195 calendar days from the date of receipt of Notice to Proceed therewith.

7. As Built drawings within 30 calendar days after Substantial Completion of the contract.

8. 100% Completion within 663 calendar days after the date of receipt of Notice to Proceed.

The activities in the Project Timeline listed above can be executed concurrently, as needed, to meet the deadlines stated above.

The time lines stated above are estimated, actual time lines will be based on the complexity of the scope of the project and will be negotiated and finalized upon execution of the Notice to Proceed.
“The Subject”
1617 W. Colter Street, Phoenix, AZ 85015

Legally described as: The West 99.13 feet of the East 228.25 feet of the North half of Lot 3 and Lot 4, Block 4, NILE TRACT, according to Book 14, page 9, records of Maricopa County, Arizona
## APPENDIX B – A&E PROPOSED BUDGETS

<p>| 1617 W. Colter Street | 1617 W. Colter Street |
| Phoenix, AZ  85051 | Phoenix, AZ  85051 |</p>
<table>
<thead>
<tr>
<th>Fixed Price</th>
<th>Fixed Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conceptual Design</td>
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<td><strong>Total Conceptual Design Phase:</strong></td>
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<tr>
<td>Land &amp; Zoning Assessment</td>
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<tr>
<td>Evaluation of Existing Utilities</td>
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<tr>
<td>Easements &amp; Restrictions</td>
<td>$</td>
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<tr>
<td>Feasibility Study</td>
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<tr>
<td>Design Program</td>
<td>$</td>
</tr>
<tr>
<td>Preliminary Project Budget</td>
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<tr>
<td>Baseline Project Schedule</td>
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<td><strong>Total Programming/Planning Phase:</strong></td>
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<td>Topographical Survey &amp; Mapping</td>
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<td>Condo Plat</td>
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<td>Preliminary Site &amp; Grading Designs</td>
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<td>Utility Agency Coordination</td>
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<td>Area Calculations</td>
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<td>Preliminary Floor Plans</td>
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<td>Outline Finish Schedule</td>
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<td>Building Elevations &amp; Rendering</td>
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<td>Structural Description</td>
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<td>Alternates &amp; Value Engineering Options</td>
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<td>Project Budget &amp; Schedule Update</td>
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<tr>
<td>Site Plan, Grading &amp; Drainage Designs</td>
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<tr>
<td>Utility Designs</td>
<td>$</td>
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<tr>
<td>Foundation, Floor, Roof &amp; Framing Designs</td>
<td>$</td>
</tr>
<tr>
<td>Cross-Sections &amp; Bldg. Details</td>
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<tr>
<td>Mechanical, Electrical &amp; Plumbing, Fire Systems Designs</td>
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</tr>
<tr>
<td>Finish Schedule with Alternates</td>
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<tr>
<td>Landscape Plan</td>
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<td>Alternates &amp; Value Engineering Options</td>
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<td>Project Budget &amp; Schedule Update</td>
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<td>Phase</td>
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<td>Design Coordination &amp; Finalization</td>
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<tr>
<td>Final Municipal Submittals &amp; Approvals</td>
<td>$</td>
</tr>
<tr>
<td>Final Specifications &amp; Project Manual</td>
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<tr>
<td>Preparation of Construction Bid Documents</td>
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<tr>
<td>Final Project Budget &amp; Schedule Update</td>
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<td><strong>Construction Document Phase:</strong></td>
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<td>Contractor Procurement</td>
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<tr>
<td><strong>Bidding/Negotiation Phase:</strong></td>
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<td>* Construction Meetings</td>
<td>$</td>
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<tr>
<td>* Submittal Reviews/Approvals</td>
<td>$</td>
</tr>
<tr>
<td>* Material Testing &amp; Certifications</td>
<td>$</td>
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<td>* Contractor Payment Review/Approvals</td>
<td>$</td>
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<tr>
<td>* Project Close-out &amp; Warranty</td>
<td>$</td>
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<tr>
<td><strong>Total Construction Administration:</strong></td>
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<tr>
<td><strong>Project A&amp;E Grand Total:</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

*estimate number of hours needed for this task, quantify figure and attach your hourly rate fee schedule to be used for this project.*
APPENDIX C - SCOPE OF SERVICES

Price/Fee Proposals must be submitted in a separate sealed envelope. The sealed envelope must be clearly marked “DO NOT OPEN – COST FEE PROPOSAL” and include all Fees as specified in Section II, Scope of Work.

Design Criteria:
The Consultant(s)/Firm(s) shall design the project to meet the criteria for Planning and Design in the appropriate minimum property standards as established by the Owner and HUD design requirements. The Consultant(s)/Firm(s) will also design to meet Federal, State, and Local codes and regulations, and such local design standards as may be issued by the Owner. Final designs and specifications will be coordinated with the Consultant(s)/Firm(s) by the Owner.

Section 504, Chapter 5: - Uniform Federal Accessibility Standards (UFAS), General Site and Building Elements: – Project to consider reaching a goal of at least 4 of total number of units developed as accessible units, 2 of which units developed must be for hearing and visual impaired. A UFAS check list must be developed and implemented as part of the Consultant(s)/Firm(s) Quality Assurance Program, per UFAS Standards. All UFAS plans and specifications must be reviewed by a third party to ensure conformance with UFAS requirements.

Cost Limitations: The Consultant(s)/Firm(s) firm shall design the project to be built within the Total Development Cost (TDC) amount specified by the U.S. Department of Housing and Urban Development (HUD) and the Owner. If the firm’s estimated project construction cost exceeds the amount previously specified by the Owner, the Consultant(s)/Firm(s), upon order of the Owner, and without additional compensation, shall make such revisions and alterations to the Drawings and Specifications as may be necessary to permit proper construction and completion of the project. A square footage cost shall be coordinated with the Owner and Consultant(s)/Firm(s).

Building Material: The Consultant(s)/Firm(s) shall avoid the use of proprietary or other construction systems, materials, or products that would limit competition, except where authorized by the Owner. All equipment, material, and articles furnished under this contract shall be new and of the most suitable grade for the purpose intended, unless otherwise specifically provided in this contract.

ARCHITECTURAL DESIGN & ENGINEERING SERVICES:

1. Conceptual Design Phase:
   a) The Consultant(s)/Firm(s) will prepare a conceptual design and estimate for an on-grade multi-family condominium townhome development, which will include, as a
minimum, a basic site plan, general building footprint, typical unit floor plan, one elevations, basic sections and outline specifications to describe the systems and materials planned for the project.

b) At the successful conclusion of Conceptual Design Phase, the selected Consultant(s)/Firm(s) will work with the Owner in preparing a formal written agreement using the scope of services as described below as the basis of the agreement. The Consultant(s)/Firm(s) will provide the Owner with complete design services and construction administration for the project. The primary phases of services are generally described below.

c) Once agreements are in place the Consultant(s)/Firm(s) will work with the Owner in evaluating the site and making recommendations based on those conditions to develop a project program, preliminary schedule and budget for the project. The Consultant(s)/Firm(s) and the Owner shall determine to their own satisfaction the feasibility of the proposed development of the site within the estimated project cost limits and HUD guidelines.

2. Programming/Planning Phase:

a) Assessment of existing site conditions shall include, but not limited to; onsite utility capacities, age and condition of utility systems, load calculations, pavement conditions, retaining walls, sanitary sewer and water system systems, size of existing pipes, type of material, depth of underground utilities, manhole invert elevations and any other site work defined by the Owner. All assessments will require excellent documentation, knowledge of utility requirements, and ability to ensure load and design sufficient for purposes intended. Coordination with local utility authorities and/or agencies is required. The Architect/Engineers are responsible to provide accurate field data that is representative of actual field conditions to assist in the plan and design of the project.

b) Design Program: The Project Architect/Engineers shall prepare for approval by the Owner a project program for guidance in preparing the Schematic Design Documents. The program shall contain an outline of the intended scope of work, anticipated schedule of events, cost limits, special design features. All generated information will be complied into an overall report and submitted for approval by the Owner. Upon approval by the Owner, a written Notice to Proceed shall be issued to the firm.

c) Program recommendations to be based on review the Owner’s Geotechnical investigation to support a structural analysis and subsequent recommendations for site / structures and improvements. A soils investigation report for the subject is available for viewing at: https://trellisaz.org/building/projects-open-to-bid/
Assessment to include, but is not limited to the following:

i. Excavation and grading specifications, site stability analysis, improvement design criteria, pavement design, foundation recommendations and ground studies.

ii. Review of zoning options and assessment of existing utility systems, transportation systems, pedestrian circulation, site safety conditions, lighting conditions and other existing infrastructure currently maintained by other agencies. Assessments to determine needed upgrades, if any, and to determine cost to upgrade and transference to the local agencies for operation and maintenance.

iii. Once the program is approved, the Owner will authorize the Architect/Engineers to proceed with the Schematic Design phase.

3. Schematic Design Phase:
   1. Based on a successful conclusion to the Programming/Planning Phase, in that the Conceptual Design and program is thought to be within budget, the Architect/Engineers will proceed with the Schematic Design phase. During this period the Architect/Engineers will continue to explore alternates and review changes to the designs with the Owner and other team members as it pertains to cost, constructability and schedule impact. The Architect/Engineers are responsible to provide design modifications until it is determined the project can be built within budget. Periodically, the Architect/Engineers will conduct a progress meeting to update the Owner and other team members as to the progress of the design and seek their input regarding any changes or deviation from the approved program. The Architect shall be responsible for taking and distributing meeting minutes.

2. The Architect/Engineers shall prepare schematic design documents that incorporate the program requirements. The schematic design documents shall include, but not be limited to:

a) Topographic Surveys and Utility Easements: The Consultant(s)/Firm(s) shall seek Land Surveying Firms Registered in the States of Arizona to provide surveying services for topographic, establish horizontal / vertical control, utility easement / right of way, site layouts, utility as-builts, and certification of all surveys. The professional surveying service being requested is to establish minimum requirements to govern the performance of surveying and other survey related services. The professional surveyor is required to obtain their own surveying equipment and all necessary surveying personnel. All surveys shall meet highest requirements if the public need or contractual relationship so require. Violations of these set forth requirements may be grounds for suspensions, revocation, fines if not followed accordingly.

   i. Prior to commencing with survey work the selected firm and the survey contractor will schedule an orientation with the Owner to review
Standard Operating Procedures (SOP), Projections, Control Points, and Final Deliverables. A Conformal Stereographic Double Projection in metric units to be used; and all surveys completed under this contract shall be completed in this projection.

ii. If control points are not currently established, the firm shall set a minimum of five (5) control points, using GPS static observations.

iii. The Owner requires an accuracy tolerance of 22mm; especially on control points

iv. Field verification of surveys will be completed by the Owner. All non-conforming work shall be corrected at the expense of the Consultant(s)/Firm(s).

v. Final Survey and Easement Deliverables:
   1. CAD files
   2. Control diagrams
   3. Control data
   4. OPUS solution reports with XML extended format
   5. Utility as-built information and drawings in AutoCAD format
   6. Legal descriptions for utility easement corridors

b) Mapping Services: All topographical and utility as-built survey information shall include building footprints, surrounding site features, grade elevations and utility information that will be tied to the local Geographic Information System. The Consultant(s)/Firm(s) will coordinate with their consultants, the construction contractor and consult with the Owner’s design engineering teams to determine scale, orientation, and geo-spatial formats. The as-built information will be site specific and limited to the project boundaries.

c) Site plans showing locations of all buildings, general grading arrangements, surface drainage, site improvements (Fencing), pedestrian and vehicular circulation, parking and recreational facilities, and preliminary layouts for utility services. This site plan shall include any design requirements for improvement to deficiencies in existing systems contiguous to the site or sites.

d) The Architect/Engineers will be required to coordinate with the local utility providers to verify location, depth, invert elevation and operational status of all existing underground utilities that will be utilized for services to the homes. The Firm will be required to schedule a representative from the local Utility Provider to be present on-site during all excavation activities related to the utility location and tap connections.

e) All assessment shall be compiled in a comprehensive report outlining all information and recommendations for this section of the RFP. Report shall be signed by a registered Professional Civil Engineer licensed in Arizona. In addition to the requirements stated above:
   i. Written acknowledgement of coordination with the Local utility Provider is required.
ii. Analyze power requirements for each unit and only upgrade the electrical load center rating when warranted. It is desirable to use the same load center rating that is existing prior to construction, when possible, and still fulfill electrical code requirements.

iii. Review comments from the local utility providers and other governing agencies concerning the design of the project.

f) Work performed under the schematic design shall include Storm Water Pollution Prevention Plans (SWPPP), grading/drainage plans, fencing layout and Erosion Control Plans to be delivered to the Owner.

g) Work included in this section to be used in the development of the ALTA Survey and Condominium Plat Map and recordation of documents required for the project (CC&R’s by others).

3. Tabulated gross square footage, identifying each space
   a) A schedule of building types to be shown on the title sheet.

4. Building footprint and preliminary floor plans drawn to scale that include program requirements
   a) Include finish floor and pad elevations.
   b) Scale of all buildings in livable arrangements.
   c) All exterior elevations with dimensions and materials identified and references where individual sections will be cut

5. Outline Finish schedule

6. All four elevations, with exterior materials identified
   a) Typical building section(s) with heights indicated
   b) Typical wall section(s)

7. Foundation description

8. Structural description

9. Services description, with total capacities identified

10. Rendered exterior perspective

11. Site plan with tabulated areas, parking, etc. a)
   a) The site grading/drainage plan shall include grades and spot elevations for all accessible routes in accordance and compliant to Uniform Federal Accessibility Standards (UFAS).
   b) The site grading/drainage plan shall be approved by the Owner.
   c) Grading plans, drainage plans and Right of Ways shall be coordinated with new improvements.
12. Review budget and address appropriateness of budget to schematic design documents

13. Drawings and Specifications: All documents identified by the Sheet Indexes of the Design Cover Sheets for the project(s), and developed in the course of providing services for the Owner during the term of this agreement become the property of the Owner for its use at its discretion. These documents may include calculations, drawings, renderings, specifications, and electronic files of the same. Documents shall be provided to the Contracting Officer Representative at the address identified by the Owner. The Architect/Engineers shall have no claim for additional compensation as a result of the Owner’s exercise of its rights of ownership and use of the documents.

14. These documents shall constitute a report of the complete concept of the project, which should include all major elements of site design, economy improvements both in construction and in administration, and to comply with current criteria and cost limitations.

15. Architectural Evaluation: Members of the Owner’s architectural and engineering teams and/or other third party consultants are to progressively inspect the designs as they progress.

16. The Architect will submit the Schematic Design Documents in the number of sets required by each approval authority.

17. After the approval of the schematic design phase, it is expected that the floor plan areas will not change except for very minor refinements as the next phase of work is performed.

18. Upon completion of the Schematic Design meaning that the project generally meets previously approved design criteria and is generally thought to be within budget and on schedule, the Architect shall update the Design Program reflecting all modifications or changes to the original program necessary to comply with the review comments, and shall submit the revised program to the Owner. Upon approval by the Owner of the revised program, the Owner shall issue a Notice to Proceed for the Design Development Phase.

4. Design Development Phase:

1. Site plan showing typical site details with general dimensions for site scope to include lighting features, drainage gradients and sanitary sewer lines, shown and generally sized and entry points for all site utilities connecting to the building
   a) A topographic survey of the site as needed for design.
      i. Flow line grade elevations with direction arrows
      ii. Finish elevations of all concrete work
      iii. Minimum and maximum grades of concrete flatwork, including elevations of driveways, sidewalks, etc.
b) The Consultant(s)/Firm(s) shall include the following utility design information on the respective design sheets:
   i. Load
   ii. Water – Gallons per day
   iii. Wastewater – Gallons per day
   iv. Electric – Total connected load; demand load (KVA)
   v. Right of Way information

c) The Consultant(s)/Firm(s) will assure that the plan sets will be submitted to the Local Utility Provider(s) at 60% and 90% for review and comments. The 100% plan sets will be submitted to the Local Utility Provider for final approval. At each submission, the Owner will be supplied comments or proof of review signed by the Local Utility Provider.

d) The Consultant(s)/Firm(s) will be responsible for all coordination with the Local Utility Provider for design purposes. The Consultant(s)/Firm(s) will also be responsible for verifying all information from as-built drawings prior to approval of finalized plan set. Any design errors that result from lack of coordination with the Local Utility Provider and information form as-built drawings will be the responsibility of the Consultant(s)/Firm(s) to correct. The Consultant(s)/Firm(s) will make sure to insert appropriate utility standard specifications of the Local Utility Provider(s).

e) The Consultant(s)/Firm(s) will be responsible for providing the water and wastewater as-built plan sets in AutoCAD format as part of the utility closeout. This document shall be reviewed and approved by the Local Utility Provider prior to substantial completion of the project.

f) Any deviation from the approved utility plans must be approved by the Owner and the local utility provider. Any additional expenses incurred due to deviations shall be the responsibility of the Consultant(s)/Firm(s).

2. Tabulated gross square footage, identifying each space
   a) Provide a designated signature block on the Cover Sheet for the Owner approval of final plans and construction documents.
   b) On the Cover Sheet of the plan set, the Consultant(s)/Firm(s) is to include a designated signature approval block(s) for the Local Utility Provider(s) which will identify that they are in agreement of the content of proposed plan set. It should be clearly understood that the Consultant(s)/Firm(s) shall be responsible to ensure that they coordinate with the Local Utility Provider.

3. Building footprint, roof plan final floor plans drawn to scale that include program requirements
a) Floor plans drawn at 1/8”=1’ -0” with overall dimensions and key spaces individually dimensioned
b) Tabulated gross square footage identifying each space

4. Finish schedule with general details to show changes from schematic design, if any.
   a) Reflected ceiling plan generally showing all elements contained in the ceiling
   b) General specifications for all divisions that generally identify all systems, finishes, materials and sets the quality level of the project

5. Typical building sections with dimensions and materials identified and references for details that will be developed

6. Wall sections and detail sections necessary to describe the design and identify interface of the various materials

7. Foundation plan that generally identifies typical footings and sizes
   a) Statement from the Soils engineer that confirms foundation design conforms to recommendations contained in the geotechnical investigation findings.

8. Floor and roof framing plans with all members generally sized

9. Mechanical equipment shown with major duct runs sized, duct paths shown and equipment rooms laid out

10. Sanitary plumbing lines set, paths identified, major lines sized

11. Domestic water paths set and major lines sized

12. Fire line loop, sprinkler plan and alarm system designs

13. Electrical panel locations identified and sized to support intended loads

14. Typical power outlets and communications’ locations shown

15. Landscape description to set cost for work

16. Review budget and address appropriateness of budget to Design Development documents.

17. Working with the Project Team members, the Architect will explore alternative approaches, materials and systems in an attempt to minimize total construction and operating costs and to achieve maximum value (“Value Engineering”). As a part of its responsibilities, the Architect will be responsible to provide adjustments to the design, when required, in order to bring the design within budget.
18. At the successful conclusion of Design Development, meaning that the project generally meets previously approved design criteria and is generally thought to be within budget and on schedule, the Owner will approve the Design Development phase and will authorize the Architect to proceed with Construction Documents.

5. Construction Documents Phase

1. Based on the successful conclusion of the Design Development Phase, the Architect will proceed with the preparation of Construction Documents incorporating any comments into the documents, which were issued at the conclusion of the Design Development review.

2. As the Construction Documents are prepared, the Architect will review the estimate and advise the Project Team immediately if it appears that the Project cannot be completed in accordance with the Construction Documents and/or within budget. The Architect will continue to provide input on alternate methods, details and systems to the Project Team and will continue with value engineering reviews of the Work.

3. The Architect will prepare a package of drawings and specifications at the levels of detail normally associated with Construction Document, which will include, but not be limited to:

4. The Architect will be responsible completing and submitting all regulatory agency applications and approval documents and provide all plans, details and specifications necessary to generate issuance of the permits required to construct the project.

   a) Final design drawings, including construction staging and traffic control plans / traffic impact analysis (if applicable), specifications, final fencing layout and itemized cost. Design Drawings should be prepared using the latest version of AutoCAD.

   b) Prepare street and or building numbering plans

   c) Calculations, studies, site investigations and analysis necessary to properly prepare complete contract documents.

   d) Final plan documents are to be submitted on Photo-Mylar (archival quality) and/or in the following electronic formats: AutoCAD (.dwg) and Adobe (.pdf).

   e) All documents, designs, reports, electronic files, and work performed are property of the Owner. The Architect will submit the Construction Documents in the number of sets required by each agency, and shall include only plans and specifications.

   f) Three (3) sets of 11x17 and three (3) sets of full size 24x36 final construction plans to be provided to Owner.

5. Assistance to the Owner in development and preparation of the Conditions of the Contract (General, Supplementary, and other Conditions) - Development and
preparation of Specifications describing materials, systems and equipment, workmanship, quality and performance criteria required for the construction of the Project Coordination of the development of Specifications by other disciplines


7. Preparation and coordination of Drawings and Specifications for obtaining alternate bids.

8. Review and update of established schedules for the Project.


10. Assistance to the Owner in development and preparation of Bidding Documents which describe the time, place and conditions of bidding, bidding forms, and the form(s) of Agreement between the Owner and the Contractor(s).

11. A statement of estimated construction cost (HUD Form 52396) covering all work designed or specified by the Consultant(s)/Firm(s), representing his/her best judgment as a design professional familiar with the construction industry. This estimate, as approved by the Owner herein called the Estimated Project Construction Cost, shall show separately the major components of the Work.

12. The Consultant(s)/Firm(s) shall also furnish certification as to compliance with the standards for UFAS specifications and criteria. The following drawings shall bear, in addition to the firm's seal and signature required on all drawings, the registration seal and signature of the professional engineer responsible for their content.

13. The Consultant(s)/Firm(s) firm shall have approved construction documents reproduced for construction purposes in such form and number as the Owner may direct.

14. The Consultant(s)/Firm(s), whenever necessary, and without additional compensation shall make revisions in construction documents due to deficiencies for which they are responsible under the requirements of this agreement or as part of any addendums.

6. Bidding/Negotiation Phase

1. The Architect, following approval of the construction documents and the latest estimate of construction cost shall assist the Owner in obtaining competitive bids or proposals for the contract for construction and shall assist in preparing contracts for construction.

7. Construction Administration Phase

1. The Architect shall be a representative of and shall advise and consult with the Owner, as their agent (1) during construction provide quality observation/enforcement until final payment to the Contractor is due, and (2) at the Owners direction from time to time during the warranty correction period described in the contract for construction.
The Owner is the final approval authority of all products of work and payment thereof. Services include but are not limited to:

a) Attend and support the preconstruction, monthly construction, bi-weekly updates, constructability reviews, and other meetings as requested by the Owner to identify and resolve project problems; and prepare meeting minutes within 48 hours of the meetings. Location and times of meeting is subjected to the Owner’s scheduling.

b) Coordinate approval of construction submittals and maintain record/log of submittals. The Architect shall review and approve or take other appropriate action upon the Contractor’s submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with the design concept expressed in the contract documents.

c) The Architect and its consultants shall visit the site as required by the progress of the construction to become generally familiar with the progress and quality of the Work completed and to determine in general if the Work is being performed in accordance with the contract documents. Based on the Architect’s observations and evaluations of the Applications for Payment, the Architect shall review and certify the amounts due to the Contractor.

d) Evaluate, provide recommendations, and approval for field issues.

e) Enforce all conditions and all requirements of the contract documents. This shall include but, not limited to; drawings, specifications, contract between the Owner and contractor, and all other contract documents. Necessary correspondence is required by the Consultant(s)/Firm(s) to document all non-compliance issues to the owner.

f) Assist the Owner in analyzing claims and/or requests for change orders to determine merit and prepare necessary documentation.

g) The Architect shall prepare change orders and construction change directives, with supporting documentation and data, for the Owner’s approval and execution in accordance with the contract documents. The Architect may authorize minor changes in the Work not involving an adjustment in the contract sum or an extension of the contract time, which are not inconsistent with the intent of the contract documents.

h) Make Modifications in Drawings and/or Specifications, and prepare Proceed Orders and Change Orders in accordance with procedures furnished by the Owner.

i) Advise the Owner on interpretations (other than legal interpretations) and clarifications of the drawings and specifications.

j) Advise on special problems and on changes necessitated by unforeseen conditions encountered in the course of construction or planning.

k) Assist in project construction close out and settlement(s).

l) Prepare large-scale, full size, or other drawings (exclusive of shop drawings) as needed to supplement the contract Drawings, to permit
proper construction of the project.

m) Review and approve Contractor’s submittals.

n) Review and verify the accuracy of mark-up prints, drawings, specifications and as-built conditions and other data during the construction phase. The as-built conditions shall show all pertinent work-in-place not readily visible and which was not shown or indicated in the original contract documents.

o) The Architect shall assist in coordinating the efforts of the Contractor in the commissioning of equipment or systems such as testing, adjusting and balancing, preparation of operation and maintenance manuals, training personnel for operation and maintenance and consultation during operation except for Post-Construction Phase services.

p) Assist in final inspection and sign the Certificates of Completion.

2. It is required that the Consultant(s)/Firm(s) and its consultants are able to provide all inspection results electronically. The Owner expects that the recorded report and/or information will be made immediately available through an electronic filing system (FTP site) for review and comments. The Consultant(s)/Firm(s) shall provide detailed inspection reports for quality and code requirements in the following disciplines: Architectural, Electrical, Mechanical, and Structural. The Consultant(s)/Firm(s) will ensure that all aspects of the contract documents are coordinated and any amendments hereof. Any non-compliance shall be in writing to the Owner. The Consultant(s)/Firm(s) shall also bear all costs for all re-inspections, including those required by Owner for the successful and satisfactory completion of the project. Coordination with governing agencies is required to obtain As-built information and site representation.

3. The Architect shall assist The Owner in achieving warranty satisfaction from the Contractor during the one-year basic warranty period following Substantial Completion. The Consultant(s)/Firm(s) shall inspect the completed work six times during the Contractor’s 18-month warranty period, beginning three months from the date of the execution of the Certificate of Completion. During this period the Consultant(s)/Firm(s) will provide a written Inspection report to the Owner. The report shall include observed deficiencies under warranties provided for in the Contract Documents, including those of manufacturers and suppliers, in time to exercise rights before the expiration of such warranties. Emergencies or urgent situations will need to be addressed immediately upon notification from the Owner.

4. Material and installation testing to be performed by the contractor and reviewed by the Consultant(s)/Firm(s) during the Construction Phase. Coordination of these services shall be performed by the Consultant(s)/Firm(s) as a Basic Service. All fees of such services shall be included in the proposal. Any non-conforming test results shall be documented by the Consultant(s)/Firm(s) and the Owner notified immediately. The Consultant(s)/Firm(s) shall provide a corrective action plan to address non-conforming work. The firm shall also bear all costs for all re-testing, including those required by the Owner for successful and satisfactory completion of the project.
SECTION III
Proposal Standards, Evaluation Criteria, and Content

Read Instructions Carefully.
Failure to submit the following documents shall be grounds for the Owner to deem your proposal as Non-Responsive.

No faxed or e-mail proposals accepted

1. General Standards:

Please ensure you submit your response in the following manner:

☐ All Proposals must be received by the Owner by May 22, 2017 @ 4:30PM (MDST). Please allow sufficient time for mail delivery to ensure receipt by the due date and time. NO FAXED OR EMAIL PROPOSALS ACCEPTED. Proposals received after the due date and time will not be considered.
Physical Address:
Trellis
Real Estate Department
ATTN: Dan Pierce, Project Manager
1405 East McDowell Road, Phoenix, AZ 85006

Mailing Address:
Same as above

☐ All Proposals must have one (1) original and five (5) copies

☐ Submit in a sealed envelope clearly marked “Engineering Consultant Services”

☐ All Proposals must include the cost fee proposal clearly marked “Do Not Open – Cost Fee Proposal,” in a separate sealed envelope.

☐ All Proposals shall include the following information as outlined in Section I & Section II, Appendix A through C.

☐ All Proposals shall include the following information as outlined in EXHIBITS A through G.

☐ All Proposals shall include a signed copy of all addenda (if applicable).

☐ Please submit proposal in the order of the proposal requirements and tab all sections of the proposal accordingly.
2. **Sections A through E:**

- **A. Past Performance and Experience**
  1. **Relative Experience:** Provide a brief summary of the work accomplished by the firm. List history of the firm outlining administration, professional broker experience with non-profit Housing Developments.
  
  2. **References:** List contact information for clients or customers and project names for which firm provided services in the past three (3) years.

- **B. Qualifications and Team Background**
  Describe the background and experience of the firm and key team members that will be assigned to provide the required services. Please demonstrate and present the professional capacity, knowledge and expertise in services provided. Also, provide resumes of the key team members with the following information:
  
  1. Name
  2. Years of Service with Firm
  3. Education
  4. Registrations/Licenses
  5. Professional Experience

- **C. Project Timeline**
  1. Provide a detailed outline of the steps/tasks to be undertaken in the implementation of this scope. The outline should include estimated dates and the events to be completed. Use an anticipated start date of January 2, 2015.

- **D. Management Approach with Cost Control Plan**
  1. Describe your management approach to performing the scope of services described within. The approach should be cognizant of geographic location, and historical relativity of services described in RFP.

- **E. Price/Fee Proposal**
  1. Price/Fee Proposals must be submitted in a separate sealed envelope. The sealed envelope must be clearly marked “DO NOT OPEN – COST FEE PROPOSAL” and include all Fees as specified in Section II, Scope of Work.
3. **Additional Requirements**

Additional information is required as such and must accompany the proposals at the time of submission in order to be deemed responsive. **All forms must be submitted, signed, dated and notarized, if applicable to the form.**

[ ] **EXHIBIT A: Financial Information**

The proposing firm must demonstrate it has the financial capability to perform the required services. Submit 2013 and 2014 year-end financial statements acceptable to the Owner, which clearly depicts the stability of the firm. These financial statements must either be “audited financial statements” or “signed and reviewed by a third party Certified Public Accountant (CPA)”. **Financial Statements must include the Balance Sheet, Profit & Loss Statement, and Income Statement.**

If this is the first project as a Joint Venture (JV), please submit the requested financials for each entity. **You may be required to submit additional detailed financial documents and/or information by the Owner.**

[ ] **EXHIBIT B: Qualification Statement**

**Must be signed and notarized** with the signature of a responsible official having the authority to bind the offer to execution of the proposal.

Must include required separate documents as specified on the form.

[ ] **EXHIBIT C: Non-Collusive Affidavit**

**Must be signed and notarized** with the signature of a responsible official having the authority to bind the offer to execution of the proposal.

If a JV, submit a separate form for each entity involved.

[ ] **EXHIBIT D: Certification Regarding Debarment, Suspension and Eligibility and Voluntary Exclusion Letter**

**Must be prepared on firm’s letterhead and signed** with the signature of a responsible official having the authority to bind the offer to execution of the proposal.

If a JV, submit a separate form for each entity involved.

[ ] **EXHIBIT E: Types of Agreements**

If any of the following apply to the applicant entity(s), the entity(s) must submit:

- Collaborative Agreements
- JV Agreement
- Teaming Agreement
- Mentoring Agreement
- Financial Support Agreement
• Other Formalized Agreements

If “NOT APPLICABLE – PLEASE INDICATE NOT APPLICABLE for EXHIBIT G” and include as EXHIBIT G within in the proposal.

☐ EXHIBIT F: Insurance Requirements
The selected firm agrees to maintain professional liability insurance with an insurance company in good standing, name the Owner as an additional insured, insuring payment of damages arising out of the performance of professional services for the Owner, in consultant’s capacity if such damages are caused by error, omission or negligent act of the insured or any person for whom the insured is legally liable and responsible. Please include a copy of your professional liability insurance.
SECTION IV
Rating System on Evaluation Criteria

The manner in which the responsive proposal will be evaluated is based on the following point system where 100 points is the maximum points possible to select the proposal that is more advantageous to the Owner.

A. Past Performance and Team Experience 25 Points
B. Creative use of Site (Concept Plan) 20 Points
C. Number of sale units & size 15 Points
D. Management Approach with Cost Control Plan 25 Points
E. Qualified HUD Section 3 Preference Firm 15 Points
   (Must be qualified by the Owner – if new applicant, the Owner will review and determine qualification during the procurement process.)

Total Points: 100 Points
Financial Information

The proposing firm must demonstrate it has the financial capability to perform the required services. Submit 2015 and 2016 year-end financial statements acceptable to the Owner, which clearly depicts the stability of the firm. These financial statements must either be “audited financial statements” or “signed and reviewed by a third party Certified Public Accountant (CPA)”. **Financial Statements must include the Balance Sheet, Profit & Loss Statement, and Income Statement.**

*You may be required to submit additional detailed financial documents and/or information by the Owner.*
EXHIBIT “B”

Qualification Statement

If a Sole Proprietorship or Partnership:

a. Date of Organization: ____________________________________________

b. Give the following information on the individual or partners.

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<th>% OF STOCK OWNERSHIP</th>
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If a Joint Venture:

a. Date of Joint Venture Agreement: ______________________________________

b. Attach the information of each member of the joint venture prepared in the appropriate format given above.

1. Give the name, address, and telephone number of the principal spokesperson of your organization: ________________________________________________________________

2. Has any officer or partner of your organization (above) been an officer or partner of another organization that failed in the last ten (10) years to complete a contract?

If yes, state circumstances:

____________________________________________________________________

____________________________________________________________________
3. In the last ten (10) years, has this enterprise failed to complete any work awarded to it or to complete the work on time? _______________________

If yes, note when, where, and why:

________________________________________________________________________
________________________________________________________________________

4. Will any officer or partner listed above be engaged in outside employment?

   _____    YES    _____    NO

If yes, complete:

<table>
<thead>
<tr>
<th>NAME / TITLE</th>
<th>HOURS PER WEEK OUTSIDE THE ENTERPRISE</th>
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5. Is the enterprise or anyone listed above, currently subject to an administrative sanction issued by any department or agency of the Federal Government?

   _____    YES    _____    NO

If yes, complete:

<table>
<thead>
<tr>
<th>NAME OF PERSON/BUSINESS</th>
<th>DATE OF ACTION</th>
<th>TYPE OF ACTION</th>
<th>DEPARTMENT OR AGENCY</th>
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6. Does this enterprise have any subsidiaries or affiliates or is it a subsidiary or affiliate of another concern?

   _____    YES    _____    NO
If yes, complete:

<table>
<thead>
<tr>
<th>NAME AND ADDRESS OF SUBSIDIARY, AFFILIATE OR OTHER CONCERN</th>
<th>DESCRIPTION OF RELATIONSHIP</th>
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</tbody>
</table>

7. Does this enterprise or any person listed above have or intend to enter into any type of agreement with any other concern or person which relates to or affects the on-going administration, management or operations of this enterprise? These include but are not limited to management, and joint venture agreements and any arrangement or contract involving the provisions of such compensated services as administrative assistance, data processing, management consulting of all types, marketing, purchasing, production, and other type of compensated assistance.

    _____ YES     _____ NO

If yes, attach a copy of any written agreement or an explanation of any oral or intended agreement.

8. Has this enterprise ever been subject to a judgment of any court or administrative sanction?

    _____ YES     _____ NO

Has any individual listed ever been subject to judgment of any court or administrative sanction?

    _____ YES     _____ NO

If the answer is yes to either question, furnish details in a separate attachment.

9. Has any tax lien or other collection procedure been instituted against this enterprise or the individuals listed in #4 as a sole proprietor or partner in their capacities with this enterprises or other enterprise?

    _____ YES     _____ NO

If yes, furnish details in a separate exhibit.
10. Has this enterprise or any person listed ever been involved in a bankruptcy or insolvency proceeding?

   _______ YES _______ NO

   If yes, furnish details in a separate exhibit.

11. How will project development bookkeeping and payroll be maintained (Check one):

   1. By contract with an outside professional accounting firm: ____________
      Name: __________________________ Telephone No.: __________________________
      Address: ________________________________________________________________

   2. Records are to be kept by: ________________________________
      State the qualifications of your personnel to perform this function:
      ________________________________________________________________
      ________________________________________________________________

   3. Other: ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________

12. Trade References (including addresses and telephone numbers):

      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________

13. Bank and credit references (including addresses and telephone numbers):

      ________________________________________________________________
      ________________________________________________________________
      ________________________________________________________________

14. Over the past three (3) years, what has been the average number of employees: __________

15. Attach evidence that the enterprise (or an individual in it) is appropriately licensed for the type of work that is to be performed. Include Federal I.D. Number.

16. Attach a brief resume of the education, technical training, business, employment, and design and/or construction experience for each officer, partner, or sole proprietors listed and include references.
NOTE:  

I. Omission of any information may be caused for this statement not receiving timely and complete consideration.

II. Knowing that Federal Funds from the Department of Housing and Urban Development, the persons signing below certify that all information in this Statement, including exhibits and attachments, is true and correct.

III. Print/type name below all signatures.

Applicant Signature(s):  

(if applicant is a Partnership or Joint Venture all partners must sign)

(Signature)  

Print Name:  

(Signature)  

Date  

Print Name:  

(Signature)  

Date  

Print Name:  

Date  

If applicant is a corporation, affix corporate seal

{Corporate Seal}  

Date  

By:  

President’s Signature  

Attested by:  

Corporate Secretary’s Signature
Employment and Training Statement

This form, when completely filled out, shall suffice to meet the minimum acceptable standard of the Phoenix Housing Partnership, LLC, NHSP Holdings, LLC, Trellis, and Trellis Community Development (the Owner) regarding the employment and training of HUD Section 3 individuals, support of Section 3 Qualified Business, Minority, Women, or Veteran Owned Businesses and the Non-Profit Housing sector. Answers will not be evaluated to determine their acceptability but rather, all completed forms will receive consideration.

1. Does your firm presently provide employment and training opportunities to any of the above mentioned qualified parties?
   Yes [You must answer (a)].
   (a.) Please provide on a separate sheet what type of employment and training, opportunities and considerations your firm provides.
   No [You must answer (a) and (b)].
   (a.) Please state on a separate sheet, list any other educational or community service programs, or causes your firm participates, or why your firm has not had previous involvement.
   (b.) What will your firm do to provide employment and training opportunities in implementing the contract? (You must at least check (1) to meet standard of acceptability.
   (i) ______ In advertising for any vacant positions our firm, or our associates will provide to the above mentioned qualified parties for preference.
   (ii) ______ Other. Explain on a separate sheet of paper.

2. Check applicable box (you must check at least one box):
   ______ My firm will provide preference the award of any subcontracts the above mentioned qualified parties.
   ______ My firm will not subcontract any portion of the contract.
   ______ Although I anticipate to award subcontracts, it is infeasible to provide for preference to the above mentioned qualified parties in the award of subcontracts. Please provide a statement as to why it is infeasible to provide preferences in the award of subcontracts.

I hereby certify that the above statements are correct and true.

________________________________________  ____________________________
Authorized Agent                                         Date

State of ____________________________)ss
County of ____________________________)ss
Subscribed and sworn to before me this __________ day of ____________________, 20__.

________________________________________
Signature of Notary

My Commission expires ________________________, 20__.
Non-Collusive Affidavit

EXHIBIT “D”

State of________________________)ss

County of____________________________)ss

being first duly sworn, deposes and says:

That he/she is_____________________________; (A partner or officer of the firm)
the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived, or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement collusion or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that any other bidder, or to secure any advantage against the _________________________________ (THE OWNER) or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

SIGNATURE OF:

Bidder, if the bidder is an individual;
Partner, if the bidder is a partnership;
Officer, if the bidder is a corporation;

(MUST BE NOTORIZED)

Subscribed and sworn to before me this__________day of____________________, 20 ___.

Signature of Notary

My Commission expires____________________, 20 ___.

My Commission expires____________________, 20 ___.

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EXHIBIT “E”

Certification Regarding Debarment, Suspension and Eligibility and Voluntary Exclusion

[Date]

Must be submitted on Entity’s Letterhead

Phoenix Housing Partnership, LLC, NHSP Holdings, LLC, Trellis, and Trellis Community Development (the Owner)
Attn: Dan Pierce, Project Manager
1405 East McDowell Rd
Phoenix, AZ 85006

RE: Certification Regarding Debarment, Suspension and Eligibility and Voluntary Exclusion

Dear Mr. Pierce:

By submitting a proposal in response to the Phoenix Housing Partnership, LLC, NHSP Holdings, LLC, Phoenix Housing Partnership, LLC, Trellis, and Trellis Community Development (the Owner) Request for Proposal the undersigned certifies the following:

I certify that, to the best of my knowledge, [Name of Firm] and all of its principals: (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a Federal Agency or agency; (b) have not within a Ten (10) year period preceding this proposal been convicted of, or had civil judgment rendered against them for commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction, violation of antitrust statues or commission of embezzlement, theft, forgery, falsification or destruction of records, making false statements, or receiving stolen property; (c) are not presently indicted for or other criminally or civilly charged by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in (b) of this certification; and (d) have not within a three year period preceding this proposal had one or more public transaction (Federal, State, or local) terminated for cause.

1. This certification is a material representation of fact upon which the Owner has relied upon when this transaction was entered into. If it is later determined that the undersigned knowingly rendered an erroneous certification, in addition to other remedies available, the Owner may pursue available remedies including suspension, debarment, or termination of the contract.

Sincerely,

(Signature)

[Print Name, Title]
EXHIBIT “F”

Types of Agreements

If any of the following apply to the entity(s), the entity(s) must submit copies of:

- If “NOT APPLICABLE – PLEASE INDICATE NOT APPLICABLE for EXHIBIT G” or include as EXHIBIT G within the proposal.
- Collaborative Agreements
- JV Agreement
- Teaming Agreement
- Mentoring Agreement
- Financial Support Agreement
- Other Formalized Agreements
EXHIBIT “G”

Insurance Requirements

The selected firm agrees to maintain professional liability insurance with an insurance company in good standing, name the Owner as an additional insured, insuring payment of damages arising out of the performance of professional services for the Owner, in consultant’s capacity if such damages are caused by error, omission or negligent act of the insured or any person for whom the insured is legally liable and responsible.

Please include a copy of your professional liability insurance.
End of Proposal

Thank you for your interest in our project.