

**Community Enhancement Corporation
Request for Qualifications
Vendor Pool Professional Services
September 12, 2023**

A. Introduction

General: The Community Enhancement Corporation (CEC) is now seeking statements of qualifications for each of the following professional services categories for housing projects of various scope and size to be performed on an on-call basis over the course of the next five (5) years from December 1, 2023 – December 1, 2028:

- General Contracting / Construction Manager at Risk – Large
- Engineering
- Architecture

RFQs are available at www.ochanet.org

Responses to the RFQ should be received by no later than October 30, 2023 and should be emailed to:

Kassy Malone, Vice President

kmalone@ochanet.org

The criteria for evaluating the statements of qualification will be based on the items set forth in this RFQ. Respondents who are selected will be added to the pool list of pre-qualified and pre-procured vendors, based on the determination of CEC's evaluation committee, of the vendors that best meet the current needs and long-term goals of CEC.

Respondents selected to participate in the pool at the discretion of CEC will be assigned work at the discretion of CEC taking into consideration the quality of work, availability, manpower, timelines and other items of importance. CEC will attempt to match each assignment to the pool participant best suited for a given project, which will be determined at the sole discretion of CEC. CEC will also determine the number of projects any pool participant will be assigned at any given time or duration. Upon such determination, CEC will negotiate the specific work to be performed and the cost of the work. If a satisfactory negotiation cannot be reached, CEC reserves the right to discontinue negotiation and negotiate the work with another qualified participant from the pool. Time frames will be established by CEC to meet project and funding requirements. CEC will work with the participants when possible to establish a mutually beneficial project time period.

Pool participant(s) are not expected to have expertise in all areas in which CEC may need assistance. Rather, it is intended that the pool be balanced, consisting of numerous participants with varying ranges of expertise. Pool participants may be asked to perform some or all of the specifications described in the Scope of Services. Time is of the essence with regard to Pool participants' availability for and performance of the assignments.

The CEC's Office of Contracts reserves the right to reject any or all responses.

B. Agency Background

CEC is working to implement a program of housing construction and management in the interest of the public peace, health, safety, and welfare of the City of Oklahoma City and its citizens. The Community Enhancement Corporation (CEC) was formed in 1984 and restructured in 1994 to serve as the development arm of the Oklahoma City Housing Authority (OCHA). OCHA has served the community since 1965, providing affordable housing solutions for Oklahoma City’s most vulnerable populations. OCHA owns and manages nearly 3,500 public and affordable housing units and 4,500 housing choice vouchers. On any given day, we provide housing to over 8,000 households and 15,000 residents. Over the past two years, the CEC has invested a total of approximately \$4 million in enterprise capital to leverage \$60,500,000 in private investment. For more information visit www.ochanet.org.

In March of 2023, OCHA was selected as operating partner for the City of Oklahoma City MAPS4 Homelessness project; the CEC was named as a sub recipient. MAPS4 includes \$55.76 million for affordable housing options in the Oklahoma City market. MAPS4 will include renovation and new construction of at least 2,150 housing units and leverage more than \$400 million in additional funding from other sources for housing development over the next 10 years. For more information visit www.maps4housing.org.

C. Objectives

The intent of this RFQ is to solicit the services of a company or pool of companies that can provide comprehensive services. The pool will consist of various companies which will be available on an as needed basis to provide services as requested by CEC. The actual number of participants chosen will depend on the number of qualified responses received. Selection as a participant of the pool is not a guarantee of the type or amount of assignments for which a participant may be selected as there will be no guaranteed minimum or maximum amount of work awarded.

D. Term of Contract

Respondents selected under this RFQ as determined by CEC in its sole discretion will be pre-qualified and pre-procured to receive a task order from CEC to provide work within the scope of services over a five (5) year period subject to performance reviews.

E. Scope of Services

The CEC is seeking responses from qualified, licensed entities to provide the following professional services for projects of various scope and size at properties and communities within Oklahoma City, OK.

The anticipated scope of work for each service category, listed in Section P below, is found in Exhibits “A, B, and C” attached to this RFQ. The successful qualification(s) will demonstrate sufficient staff resources, expertise, relevant experience, and lack of disabling professional conflicts to perform the anticipated scope of work for that service category, along with demonstrated commitments to cost-control and client service that meet CEC needs.

F. Timeline

CEC intends to receive, review, select and award respondents under this RFQ on a rolling basis. Submitted responses will be reviewed quarterly and respondents will be contacted to determine eligibility in the pool of professionals for services within this RFQ.

G. General Requirements

A selected company shall:

- Coordinate design schedule on all assigned projects with CEC
- Coordinate its schedule of work on all contracts with CEC
- Provide adequate and proficient supervision throughout all phases of work.
- Be responsible for any necessary permits, insurance, and compliance with safety regulations and guidelines applicable.
- Specify details of delivery and/or performance in each individual contract.

H. Regulatory

Respondents and participants shall comply with all applicable federal, state and local laws, rules, regulations, ordinances and codes and obtain any licenses or permits to provide services under this RFQ.

I. Qualifications, Licensing & Certification

The professional(s) assigned from the pool shall be fully qualified and licensed as required by the jurisdiction in which the service is to be performed and the license shall be current and in good standing. Copies of the licenses and certifications shall be placed under Tab 3. Architects shall provide a Certificate of Authorization from the Oklahoma Architects Board and/or Oklahoma Landscape Architects Board. Engineers and surveyors shall provide a Certificate of Authorization from the State Board of Registration for Professional Engineers and Surveyors. Registration of the company as a business with the applicable Secretary of State shall be provided. Licenses are to remain current and in good standing throughout the term of the contract agreement and provided to CEC upon request.

J. Product Quality Standard

The participants in the pool shall provide goods and/or services that meet or exceed acceptable and/or applicable industry, government or certifying agency (Oklahoma Architects Board, Oklahoma State Board of Registration for Professional Engineers and Surveyors AIA, LEED, etc.) standards and in all cases meet or exceed the requirements of HUD and CEC and be consistent with CEC's performance standards.

As applicable; respondents should have a good understanding of HUD requirements and experience in multi-family residential properties. Experience with HUD's Rental Assistance Demonstration (RAD) program and OHFA tax credit requirements are preferred.

K. Method of Award

CEC will retain the right to contract with any of the respondents chosen to be participants in the pool by CEC at its discretion as a result of this RFQ, which shall occur in the following manner (this is sometimes called "forming a pool" of professionals that CEC may draw from):

- CEC will attempt to match each assignment to the pool participant best suited for a given contract. This will be determined at CEC's sole discretion based on CEC's understanding of the pool participant's quality of work, availability, manpower, timelines/schedules and other items of importance that will be in the best interest of CEC for that given assignment.
- CEC will also determine the number of assignments any pool participant will be assigned at any given time or duration. Selection as a participant of the pool is not a guarantee of the type or number of contracts for which a participant may be selected. The CEC makes no representation that participation in the RFQ process will lead to an award of a contract or any consideration whatsoever.
- The awarding of a contract(s) is at the sole discretion of CEC. The CEC may, at its option, determine to award contract(s) only for portions of the scope of work identified herein. In such case, the successful pool participant will be given the option not to agree to enter into the contract and CEC will retain the right to negotiate with any other pool participant.
- CEC reserves the right to conduct additional Requests for Qualifications for specific projects that CEC, at its sole discretion, determines require specific experience or qualifications that may, or may not, be evident within the participant pool.

L. Performance Standards

The proposer shall be fully responsible for performing all the work necessary to meet CEC's standards in a safe, neat, and good workmanlike manner, using only generally accepted methods in carrying out the work and complying with all federal and state laws and all ordinances and codes of the City of Oklahoma City relating to such work.

Failure on the part of the submitting company to comply with the conditions, terms, specifications, and requirements of the RFQ shall be just cause for cancellation of the RFQ award, notwithstanding any additional requirements enumerated in the special conditions herein relating to performance-based contracting. The CEC may, by written notice to the responding company, terminate the responding company's participation in the pool for failure to perform. The date of termination shall be stated in the notice. The CEC shall be the sole judge of nonperformance.

M. Response Format

The Statement of Qualifications (SOQ) should be clear, concise, complete, well-organized, and demonstrate the respondent's qualifications.

Respondents should carefully read the information contained in the following criteria and submit a complete response to all requests and questions in this Section. Incomplete responses will be considered non-responsive. The criteria for evaluation of SOQ responses will be based on the factors summarized below.

A. GENERAL COMPANY OVERVIEW AND INFORMATION

1. Name and email address of primary contact person. (CLEARLY VISIBLE AND EASILY FOUND)
2. Prove legal name, description, and history of your company (include company history, legal organization, ownership and management information, key personnel, description of company's services, and company locations).

3. Names, background, and proposed role, of project team members.
Identify your company's proposed management staff and all your key staff members who will work on projects. Provide a summary of experience for the staff involved in the multifamily divisions within your company.
NOTE: Prior to an assignment, companies are required to submit the exact team members that they anticipate using on projects and CVs for them.
4. A statement describing your company's experiences with **affordable** multifamily projects; give specific examples including the names of the projects, the dates completed and client references
5. Provide an outline of your company's minority inclusion plan.
6. Provide an overview of your company's experience with Davis-Bacon contract administration and submittals.
7. Provide any details of all past or pending litigation or claims filed against your company or your company's owners/principals in the past five (5) years.

B. QUALIFICATIONS

1. Financial Capacity to Perform the Work.
 - a. Provide a copy of your company's financial statements for the past three (3) years.
 - b. Provide copies of bank and supplier credit references, or other documentation sufficient to demonstrate financial capability to deliver on projects.
2. Overall Experience.
 - a. Identify how many **affordable** multifamily projects your company has completed in the last 10 years, including acquisition/rehab and new construction. Provide the following information for each project listed:
 - Project name, type of project and location, construction completion date.
 - Approximate square footage, construction cost, and delivery method of project.
 - Key individuals of your company who were involved and their roles in the project.
 - Owner's name and name of owner's contact person, title, telephone number and email address (to be contacted for reference).
 - b. The ability of your company to commence work upon selection.
 - c. Provide three written recommendations from clients for similar projects in the past five years.
 - d. *For GC / Construction Manager at Risk.* Describe your company's approach to managing construction. How will your team provide and complete its services during the construction phase to maximize benefits to the project? What is your approach to keeping schedule on a job? What is your specific approach to managing quality? If your company does not have an office in Central Oklahoma, what percentage of subcontractors in Central Oklahoma have you used on past jobs? How do you manage warranty work for subcontractors who are not in the area?

C. BUDGET, COST, AND PROJECT APPROACH

- a. Expected rates or rate ranges for fees, bonds/insurance and general conditions.
- b. Describe the method for management of overall project cost, schedule, quality assurance, quality control, and maintaining cost control.
- c. *For GC / Construction Manager at Risk.*
 1. Provide a Schedule of Pre-Construction Services Fees/Proposed lump sum fee for Pre-Construction Services.
 2. Describe your company's project estimating system for developing the Guaranteed Maximum Price ("GMP") proposal and how your company will monitor and track these costs during the procurement and payment process, including contingencies your company will propose in the GMP, and how these contingencies will be managed through the completion of projects.
 3. Provide details of any defaults on construction contracts in the past 10 years.

D. LITIGATION HISTORY

Provide a five-year summary of your company's litigation, arbitration and negotiated/settled history with previous clients. State the issues in the litigation, the status of the litigation, names of parties, and outcome. Failure to provide the requested information, or responses that assert attorney-client privilege, may deem the response non-responsive.

N. Response Evaluation

A selection committee of CEC will evaluate all SOQ responses as submitted in Sections A - D of the submittal format above, including, without limitation:

1. Company and Staff Qualifications
 - i. Demonstrated experience with **affordable** multifamily projects.
 - ii. Demonstrated experience maintaining project budgets during design.
 - iii. Demonstrated experience with construction cost reduction measures.
 - iv. Timeliness of work and ability to meet schedules.
 - v. Demonstrated experience with quality assurance/ quality control measures for design documents, construction, etc. (as applicable)
 - vi. Knowledge of applicable local, State, Federal regulations.
 - vii. Experience working on projects with different types of delivery methods.
 - viii. Current commitments and capacity; entity's ability to handle several simultaneous projects
 - ix. Location of the company's nearest office and accessibility to the projects
 - x. Reputation of the company as determined by references from previous clients
 - xi. Litigation history

O. Section 3 Compliance

The work to be performed on projects contemplated by this RFQ may be subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance of HUD-assisted projects covered by

section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

P. Exhibits

1. Exhibit A. LARGE GENERAL CONTRACTOR OR CONSTRUCTION MANAGER AT RISK – Scope of Work
2. Exhibit B. GENERAL ARCHITECTURAL SERVICES – Scope of Work
3. Exhibit C. PROFESSIONAL ENGINEERING SERVICES – Scope of Work

Exhibit A. LARGE GENERAL CONTRACTOR OR CONSTRUCTION MANAGER AT RISK

SCOPE: The General Contractor/Construction Manager at Risk shall furnish all work, services, materials, and related items necessary to complete the work specified. Large General Contracting / Construction Manager at Risk projects will generally range between 50+ residential units. The work includes, but is not limited to, the following:

- 1) Perform pre-construction activities, including working with architect and engineer to refine designs or specifications for structural, HVAC, plumbing, site/civil, fire suppression, architectural, and ADA improvements; reviewing conceptual design and recommending alternative solutions; advise on selection of materials; recommending building systems and equipment; providing recommendations on construction feasibility; advising on availability of materials and labor; providing a preliminary construction schedule; establishing bidding and construction contingencies; assisting in value engineering services for the project; assisting and reviewing design development documents and construction documents,
- 2) Collaborate in the production of construction documents.
- 3) Receive and award qualifying bids from sub-contractors.
- 4) Coordinate with sub-contractors pre-selected by the owner to perform specialized tasks, particularly related to modular construction, lighting, and special construction.
- 5) Supervise, direct, and coordinate the work of all sub-contractors during construction.
- 6) Provide a qualified Project Manager and Project Superintendent on a full-time basis for the duration of the project.
- 7) Coordinate the work with the owner to complete the project in accordance with CEC's objectives of cost, time and quality.
- 8) Provide and maintain a construction schedule.
- 9) Provide and maintain a schedule of values.
- 10) Schedule and conduct weekly progress meetings.
- 11) Provide CEC with the post construction services, including but not limited to, operations and maintenance training and warranty inspections for the project.

CONTRACT/BONDS/INSURANCE: The selected GC/CMAR will execute a contract in form and substance required by CEC (or a single purpose entity formed by CEC for the project). Payment and performance bonds in an amount equal to 100% of the contract sum, and specific policies and amounts of liability insurance will be required as set forth in the contract.

Exhibit B. GENERAL ARCHITECTURAL SERVICES

SCOPE: The scope of services may vary for each individual project but generally is intended to include either criteria/ bridging document development or full architectural services through the design and construction phases of the specific project. The scope of services may, as required by the project, include site evaluation and investigation, preparation of biddable documents, construction administration and development of a project budget for the specific project. The project Architect may be required to meet, as needed, with CEC/OCHA staff, neighborhood organizations, and residents for project development. The work includes, but is not limited to, the following:

- 1) Site plans and site planning;
- 2) Architecture and general engineering to include single, multifamily and commercial structures;
- 3) Landscape architecture;
- 4) Green building, integrative design process/approach, LEED certification projects;
- 5) Life cycle analysis of built environments (life cycle is to be taken into consideration for all products left in place or installed. The goal is to produce buildings which need minimal attention over the next 20 years);
- 6) Cost estimating. Cost estimates are to be provided in a timely fashion to allow for altering of scope to remain in budget;
- 7) Construction contract administration/monitoring;
- 8) Development of drawings and specifications;
- 9) Completion of Oklahoma Housing Finance Agency (OHFA) documentation for the Housing Tax Credit program such as the Design and Construction Features Agreements, Creative Design Form, Architect Certification, Universal Design Narrative and other architectural documents required for the funding application. Refer to OHFA's website for additional information: <https://www.ohfa.org/affordable-housing-tax-credits/>;
- 10) Development of energy reduction criteria such as completion of the Enterprise Green Communities Criteria Checklist; Ensure green Community Certification is received with-in six months of construction completion
- 11) Apply for and obtain building permits. Insure that that all plans and specifications have been reviewed by appropriate third party reviewers including but not limited to IE, MSD, IBI, Water Works.

Exhibit C. PROFESSIONAL ENGINEERING SERVICES

SCOPE: The qualified company selected should be experienced in professional engineering services. It is expected that the qualified company(ies) selected will have a sufficient level of resources and expertise to carry out the scope of service on every individual project. Companies must be prepared to assure CEC that key personnel indicated in their qualifications statement will maintain their role during the project letting. As projects are identified a scope of work for professional engineering services shall be developed for budgeted projects. The agreed-upon cost for each project and scope of work will include all professional charges and reimbursable expenses. The CEC reserves the right to request a detailed breakdown of any lump-sum amounts, firm fixed rates or cost reimbursements. The scope of services may vary for each individual project but generally is intended to include, but is not limited to, the following:

- 1) Maintain communication and coordinate with CEC, construction contractor(s), and other design professionals assigned to project on a regular basis.
- 2) Review and have a thorough understanding of contract plans, specifications, estimates, contract terms and conditions and special provisions.
- 3) Provide certification to CEC/owner that this project was constructed as designed, subject to appropriate and necessary revisions during construction, in conformance with all project specifications and that all necessary contract provisions were fully complied with.
- 4) The general engineering and technical areas of service required by CEC may include, but are not limited to:
 - a. Surveying and mapping
 - b. Civil
 - c. Geological/Geotechnical
 - d. Water/wastewater/storm water/drainage
 - e. Street and roadway
 - f. Transportation
 - g. Site planning/permitting/development/plan review
 - h. Environmental documentation
 - i. CADD
 - j. Utility services and rates analysis
 - k. Construction plans and specifications
 - l. Estimating
 - m. Construction support