

**RFQ / RFP
RESPONSE SHEET**

Polk County Neighborhood Stabilization Program

Please use this as a cover sheet.

Company Name: _____

Contact Person: Email: _____

Address: Phone: _____

DUNS Number: _____

(Dun & Bradstreet Number is required)

Fax: _____

Is your company certified minority or female-owned? ____Yes ____No

Please note all firms obligated to follow Consultants' Competitive Negotiation Act" (CCNA) must submit Form 330 as part of the submission packet.

One electronic copy of your submission must be received on or before 3:00pm Friday, June 11, 2010 on CD, DVD or USB drive.

By Mail-

Polk Housing - NSP
ATTN: RFQ Response
P.O. Box 2097
Lakeland, FL 33806-2097

By Courier-

Polk Housing - NSP
ATTN: RFQ Response
214 Traders Alley
Lakeland, FL 33801

**For questions or additional information
only, please contact:**

Bruce Lyon
blyon@swanadvisors.com
863-616-1615

****Electronic Submissions Preferred****

Organization Use Only

Date Proposal Received: _____

Score / Ranking _____

Date Reviewed:

NSP Approved Y N

**REQUEST FOR QUALIFICATIONS
Architectural / Engineering Services**

**Polk County, Florida
Neighborhood Stabilization Program**

PURPOSE

The purpose of this RFQ is to solicit submissions from qualified individuals or firms to assist Swan Advisors (Program Administrator) and Keystone Challenge Fund (Project Developer) to implement the Polk County Neighborhood Stabilization Program (NSP) by providing architectural and/or engineering services as may be required for the development or redevelopment of multi-family housing.

Individuals or firms that are found to be the most qualified will be placed into a pool of approved firms to work on NSP projects as the need arises over the next three (3) years. The size of the pool will be limited for administrative process and purpose.

BACKGROUND

Polk County is the recipient of approximately \$14,500,000 in funding from US-HUD through the Neighborhood Stabilization Program. Polk County is using these funds to acquire, rehab and sell single-family and multi-family housing units that have been foreclosed upon in certain locations throughout the county.

The administration and implementation of the Polk County NSP program requires that Keystone Challenge Fund have access to qualified firms that can provide professional services for the redesign and redevelopment of single family and multi-family structures where the extent and scope of the rehabilitation requires such services.

REQUEST

Qualified individuals, firms, or teams are invited to submit a statement of qualifications describing their ability to carry out the activities outlined below. Architectural firms are encouraged to respond to this opportunity in partnership with an engineering firm. In this case, the architectural firm will be considered the lead team member and must fulfill all of the requirements of this RFQ. The engineering team member should provide a package of corporate materials that fully describe its qualifications and its ability to support the architectural firm (including resumes and professional designations and certifications). In your submission, each of the following items must be addressed:

1. The firm (or team's) general qualifications including specific qualifications that would make the firm especially suited for a neighborhood redevelopment effort.
2. Up to ten sample projects designed by the firm including the following types:
 - Two examples of historic preservation;
 - Two examples of affordable multi-family;
 - Two examples of mid-century modern or
 - One example of mid-century modern AND one example of conversion to multi-family.

Include the following details for each

- a. Project Name, Location, Specific Work Involved
- b. Year Completed
- c. Estimated Cost and Actual cost
- d. How long each project took to design and obtain permits
- e. How long each project took to complete
- f. Project Images

3. Names and resumes of persons within the firm expected to work on the projects and the role each would perform.
4. Discussion of your firm's approach to multi-family rehabilitation projects in established neighborhoods where quality and affordability are both significant.
5. Discussion of your firm's experience with multi-family rehabilitation projects.
6. Discussion of your firm's experience with Davis-Bacon wage requirements.
7. Discussion of your firm's experience with CDBG, HOME, LIHTC or other publicly assisted redevelopment projects.
8. Discussion of your firm's ability to: efficiently produce bid specifications/construction specifications, work with non-profit developers, oversee construction activities, and address historic preservation design elements as may be required.
9. If submitting as a team, include Engineering firm qualifications, resumes, business references, examples of applicable projects.

ADDITIONAL REQUIREMENTS:

- Architect / engineer preparing plans must be licensed by the State of Florida
- Architect / engineer must be prepared to sign and seal plans and specifications
- Incorporated architectural firms must be a licensed professional design firm
- Sole practitioner architects are exempt from the professional design firm certification regulation.
- ***Please note all firms obligated to follow Consultants' Competitive Negotiation Act" (CCNA) must submit Form 330 as part of the submission packet.***

EVALUATION OF SUBMITTALS

INITIAL EVALUATION

The review committee will consist of appointees representing Swan Advisors, Keystone Challenge Fund and Polk County BOCC. The committee will evaluate submittals based on the below "Evaluation Criteria". Upon completing the initial evaluations, the evaluation committee will select no fewer than three (3) firms. The evaluation committee may, at its sole discretion, hold discussions/interviews or request presentations from the selected firms.

EVALUATION CRITERIA

Individuals or firms will be selected based on materials submitted in response to this RFQ, as well as possible follow-up interviews.

1. Quality of the portfolio submitted	25
2. Examples of work experience related to the required services	20
3. References	15
4. Qualifications of the firm, resumes of key personnel	20
5. Past experience in affordable housing design	10
6. Location of Firm	10

OTHER ASSESSMENTS

Swan Advisors and Keystone Challenge Fund reserve the right to evaluate, prior to awarding specific project assignments, the firm's current financial statements, its ability to comply with required schedules, equitable distribution of contracts among qualified firms, past record of integrity and past record of performance.

TIME IS OF THE ESSENCE

SUBMISSIONS MUST BE RECEIVED BY 3:00PM Friday, June 11, 2010.

ADDENDUM #1

REQUEST FOR QUALIFICATIONS Architectural / Engineering Services

Polk County, Florida Neighborhood Stabilization Program

ADDENDUM #1: (ADDITION TO RFQ REQUIREMENTS)

Please note all firms obligated to follow Consultants' Competitive Negotiation Act" (CCNA) must submit Form 330 as part of the submission packet.

THE ABOVE NOTED STATEMENT HAS BEEN ADDED TO THE ABOVE REFERENCED REQUEST FOR QUALIFICATIONS ON THE FOLLOWING PAGES/SECTIONS:

1. COVER SHEET
2. FINAL PAGE – ADDITIONAL REQUIREMENTS SECTION