

REQUEST FOR QUALIFICATIONS

Architectural Services

Preliminary Building Concept and Plans

I. INTRODUCTION

ARCH Community Housing Trust, Inc. (ARCH), an Idaho non-profit housing provider, located at P.O. Box 1292, Ketchum, Idaho 83340, is seeking a qualifications package and expression of interest from Architects to provide preliminary site and elevation concept plans for the proposed Mountain Meadow Homes located at 3920 Woodside Blvd.

RPH04750460140 Hailey, Idaho. Please submit letters of interest and qualifications as outlined below no later than February 2nd, 2017.

II. PROJECT DESCRIPTION

The proposed Mountain Meadow Homes will include 4 single family homes situated on approximately ½ of the parcel located at 3920 Woodside Blvd. with the balance of the parcel being dedicated to trail head access and other public recreational space.

- 4 – Three bedroom units
- Each unit to include an integrated garage
- Site design based on community input and allowing for access to public trails, and some additional public space TBD with community input
- Housing units should be confined to approximately ½ of the parcel square footage
- Design to Green Building Standards as possible
- Exterior design to be consistent with neighboring and community uses and compliant with City of Hailey requirements

III. PREPARATION OF PROPOSALS

Electronic submissions to michelle@archbc.org should include:

Name and location of project.

Name and address of bidder.

All items listed in **VI. FORM OF PROPOSAL**

IV. PRE-QUALIFICATION

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

Architect must have demonstrated prior experience in designing single family housing in accordance with applicable codes, standards, rules and regulations.

Architects with experience in working with federal housing funds and guidelines are preferred.

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

V. SCOPE OF WORK

ARCH is soliciting work to include substantial community outreach and engagement. We anticipate a number of community meetings during which members of the community will have an opportunity to comment and provide input on the location, orientation, height, design and materials of the homes. The design of the trail head access and public recreational space may be done in partnership with a landscape architect and will also be the subject of the public meetings.

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

Participation in community meetings

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

Preliminary Elevations and floor plans

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

VI. FORM OF PROPOSAL

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

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

Technical qualifications.

Experience with similar projects involving community input

Experience of key staff personnel assigned to the project.

List of Professional/Owner References unless the bidder is known to ARCH.

Evidence of License in the State of Idaho.

Cost of services breakdown in accordance with Section V Scope of Services. Hourly rates for each service will suffice.

VII. ACCEPTANCE OR REJECTION OF PROPOSAL:

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

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

VIII. GENERAL INFORMATION

Bid Proposals will be received electronically michelle@archbc.org until 4:00 pm on the date as announced. Bid Proposals received after the time and date stated will not be accepted. Proposals received on time will be opened privately.

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

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

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