

REQUEST FOR QUALIFICATIONS

Architectural Services

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 interested in designing homes for ARCH Community Housing Trust for use by The Blaine County School District. There are three building sites located at: 128 W. Bullion, 111 E. Croy and 421 McKercher all in Hailey, Idaho. Please submit letters of interest and qualifications as outlined below no later than June 30th, 2022.

II. PROJECT DESCRIPTION

The proposed housing will be for the exclusive use of the Blaine County School District and its employees and will be constructed on 3 separate District owned parcels.

- Multiple three bedroom units, a two bedroom unit and a 1 bedroom unit
- Each unit to include an integrated garage or tuck under parking
- Site design based on district input and City code.
- Housing units should be comfortable but modest in size
- 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 responder.

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

IV. PRE-QUALIFICATION

To be considered as eligible to submit a Proposal, responder 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.

Responders 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 some community outreach and engagement. We anticipate working closely with the School District, the City of Hailey and the community.

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) and Blaine County School District.

Elevations, floor plans, exterior material selections and colors.

Landscape design may be included, provided by a third party or left to the general contractor and owner.

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

Responders should carefully review the pre-requisites which will be adhered to when reviewing the responses. Responses will be evaluated to determine the proposal 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 RESPONSES.