



Habitat for Humanity of the Greater Teton Area
REQUEST FOR PROPOSALS
445 E. Kelly Avenue (Norris Brown Property)

ARCHITECTURAL SERVICES

1. **Invitation to Submit Proposals.** Habitat for Humanity of the Greater Teton Area (HFHGTA or Habitat), a 501.c.3 Non-profit Organization (as Owner - Contractor), located at 850 W. Broadway, Jackson, WY 83001, invites interested firms/individuals ("Firm") to submit a response to a Request for Proposals (RFP) for professional architectural services in connection with eighteen (18) town homes for the 445 E Kelly Ave project located in Jackson, WY 83001. ("Project").
2. **General Information** - HFHGTA has an agreement with Teton County and Jackson Teton County Housing Department (JTCHD), the owners of 445 E Kelly Ave, to enter into a long-term land lease and develop affordable housing for up to eighteen (18) of Habitat's selected partner families.

The Firm will be contracted to complete design development and construction documents for a multi-family building, each consisting of three (3) townhome units with a combination of two and three bedrooms that can be replicated six times for a total of 18 units.

JTCHD intends to maintain ownership of the land to ensure units remain an asset to the Jackson community for many generations. Therefore, durability of materials and energy efficiency become objectives to reduce life cycle costs and increase long-term affordability.

3. Goals and Objectives

- 3.1. Goal The goal of the Project is to build cost-effective, affordable housing that is simple, energy-efficient, and compliments the aesthetics of the neighborhood. This goal will reduce the stress of the total housing expense and enhance the quality of life of our selected partner families.
- 3.2. Objectives
 - 3.2.1. **Minimize Cost to HFHGTA** by keeping construction costs low and incorporating design that allows volunteer labor to be maximized.
 - 3.2.2. **Incorporate long-term affordability** into the structures so that they are durable and energy efficient by designing and building to Energy Star Version 3 and LEED standards.
 - 3.2.3. **Use an integrated design process** to create a collaborative environment between all relevant stakeholders and realize savings through thoughtful design development.
 - 3.2.4. **Make best use of the property** and its existing elements in such a way that the buildings appear distinct.

4. Scope of Services. The Firm will be responsible for providing services described below.

- 4.1. Project Overview The project is located at 445 E Kelly Ave., Jackson, WY). Funds for this project come directly from donor contributions and grant-making organizations.

- 4.1.1. The project will consist of six (6) multi-family buildings, each consisting of three (3) townhome units. **The selected Firm will complete design development and construction documents for a design with two two-bedrooms and one three-bedroom combinations that can be replicated.**
- 4.1.2. The total habitable floor space allowed per unit shall be no more than 1050 sq. ft. for a two bedroom and a maximum of 1250 sq. ft. for a three bedroom.
- 4.1.3. The Firm should be familiar with both LEED for Homes and HERS third party certification/rating systems and integrate them into the design of the home.
- 4.1.4. Habitat for Humanity construction methods are conducive to and utilize significant hours of volunteer labor. The Firm will need to build simplicity into the design to facilitate HFHGTA staff in the implementation of volunteer labor during construction.
- 4.1.5. Universal Design – The Firm should be familiar with Habitat Universal Design guidelines (Exhibit 2 – Universal Design Guidelines) and design townhomes considering inhabitants living in homes for duration of life. Townhomes should be designed to accommodate basic aging in place modifications in the future if necessary.
- 4.1.6. Construction costs – With the utilization of volunteer labor (for non-licensed trades) and gift-in-kind contributions of some building materials, design should conform to approximate construction costs of \$150 per square foot, valued at no more than \$200 per square foot. HFHGTA will give the Firm current market value estimates during the process to assist in achieving the desired construction costs.

4.2. Schematic Design

- 4.2.1. Integrated Design Process – The Firm shall participate in an integrated design process, including at least two with a maximum of four design charrettes that incorporate various stakeholders specifically selected by HFHGTA staff. The intent is to allocate time and resources early in the design process so as to mitigate as many issues as possible during the subsequent phases (specifically construction) of the project.

4.3. Design Development

- 4.3.1. The design should be suitable for submission and approval by the joint Planning & Development Department of Jackson and Teton County and the Town of Jackson Design Review Committee.

4.3.2. HFHGTA will coordinate the specific timeframe and submittal schedule with the selected Firm.

4.4. Permit Documents Prepare complete set of Permit Drawings. These shall be suitable for obtaining a building permit from the Town of Jackson Building Department. The Firm will facilitate submission of plans and respond to questions from the Building & Planning Department as well as any and all HFHGTA partners including JTCHD.

- 4.4.1. Construction Documents Assume that the Permit Documents will be used as the Construction Documents. As such, coordinate with HFHGTA to incorporate the following schedules that are not necessarily required for the Permit Documents.

- Finish schedule
- Window schedule (rough openings only)
- Appliance schedule
- Lighting schedule

- 4.5. Participation in Construction Committee Meetings There will be monthly Construction Committee Meetings throughout the course of the project. Participation in these meetings will be required for the first 18 months of the project and will be encouraged periodically throughout the remainder of the four-year project. Participation should be included in fee.
- 4.6. Method of Construction Delivery The Project will be constructed under the guidance of the HFHGTA Staff and Construction Committee.
- 4.7. Construction Contract Administration (CA) The Architect’s authority and responsibility during construction will adhere with AIA Document A105™-2007. Routine CA responsibilities will be necessary during the construction of the first two (2) buildings, but will phase out by the completion of the sixth and final building as HFHGTA staff and volunteers become experienced in constructing the design. The fee proposal should include a fixed fee for CA through the construction of the first two buildings and an hourly rate for CA through the construction of buildings three through six.
- 4.8. Contract The selected Firm will be required to enter into an AIA Contract Form B105-2007 “Standard Form of Agreement between Owner - Contractor and Architect for a Residential or Small Commercial Project”. Use of another contract will need to be negotiated.
- 4.9. Proposed Timeline The selected Firm will need to begin work immediately upon selection in order to fulfill the proposed timeline, which is subject to change depending on JTCHDD and Teton County agreement for the project.
 - Architect Selected 04/01/2021
 - Schematic Design (SD) Charrette with Integrated Project Team 4/02 - 05/27/2021
 - Design Development (DD) 6/25-8/5/2021
 - Permit Set / Construction documents (CD) 9/3-10/28/2021
 - Town of Jackson Building Permit Submittal 10/29-12/23/2021
 - Begin Construction 4/1/2022 or sooner (pending FDP amendment and Teton County Infrastructure)

5. **Selection Schedule.** The anticipated selection timeframe is as follows:

Task Description	Date
Notice of RFP	02/23/2021
Pre-proposal Q & A via Zoom	03/04/2021 12:00-1:30 P.M.
Deadline for receiving proposals	03/19/2021; 5:00 p.m. MST
Review of proposals	03/22 – 26/2021
Notification to finalists for interviews	03/26/2021
Interviews of finalists	03/29 – 31/2021
Selection of Firm	04/01/2021

6. **Proposal Content.** Each Firm should provide the following information in the response to the Request for Proposals.

- 6.1. Executive Summary Provide a brief narrative of the Firm’s philosophy of doing Projects of this scope and schedule.
- 6.2. Project Proposal Describe how you would propose to accomplish the goals and objectives of the Project. Owner – Contractor welcomes any comments that would result in cost savings or quality improvements.
- 6.3. Team Members Identify team members within the Firm and any consultants that would participate in this Project to fulfill the Scope of Services. Include resumes and most recent experience of all team members including consultants.

- 6.4. Fee Proposal Include a completed **Fee Proposal Worksheet (Exhibit 3)** based on the services outlined in the Scope of Services. This should include hourly rates per discipline for all team members within the Firm that may be assigned to the project and any consultants.

6.4.1. Notes for Submitters:

- 1) Total preliminary construction budget for one multi-family building consisting of three (3) townhome units is between \$505,500 and \$670,000 (minimum \$150-maximum \$200 per square foot). Construction Administration and Labor will be completed by HFHGTA.
- 2) This project will get considerable marketing exposure. Therefore, discounted/non-profit hourly rates, or wholesale pro-bono services, such as mileage for site visits, printing, and other reimbursable expenses, will be considered, and are recommended as part of your fee proposal.
- 3) The fee proposal will be negotiated prior to contract execution if the Scope of Services changes from that outlined in the RFP.

Copies of the fee proposal shall be submitted in a **separate sealed envelope** segregated from items 6.1, 6.2, & 6.3 above.

7. Submission Procedures.

- 7.1. Submission Deadline March 19, 2021. HFHGTA reserves the right to request additional information which in the HFHGTA's opinion is necessary to assure that the HFHGTA has complete information with regard to the Firm's competence, business organization, and financial resources to assist in determining if the Firm is qualified.
- 7.2. Submission Location Responses to this RFP should be submitted digitally to kris@tetonhabitat.org. If hand-delivered, please submit a thumb drive accompanied by a hardcopy to HFHGTA (Owner - Contractor) at the ReStore and Administrative Office (850 W. Broadway) or mailed to the following address:
Habitat for Humanity of the Greater Teton Area (HFHGTA)
P.O. Box 4194
Jackson, Wyoming 83001
(307) 734-0828
- 7.3. Pre-Proposal Question and Answer Session A Pre-Proposal Question and Answer Session regarding the Project will be held by Zoom on March 4, 2021, 12-1:30 P.M. **All interested Firms should plan to participate and should RSVP to kris@tetonhabitat.org.** There will be a general discussion of the Project, Project scope, a review of the existing plat and project schedule, and an opportunity to ask questions of the Owner - Contractor.
- 7.3.1. Requests for Information Interested Firms can submit questions or Requests for Information about the Project or RFP process to Peter Wood, Construction Manager, at Peter@tetonhabitat.org. Every interested Firm will receive the written responses to any and all questions posed by individual Firms.
- 7.4. Interviews Upon completion of the evaluation of proposals, the Selection Committee shall rank the prospective Firms that have submitted an RFP and designate Firms to interview.
- 8. Criteria for Evaluation of Proposals** The Habitat Construction Committee shall evaluate Firms that submit a timely response to the RFP. The Executive Director and Construction Manager will facilitate the process based upon the following criteria:
- Proposal Format
 - Implementation of Project Goals
 - Timeline of Deliverables
 - Relevant Experience

- Competitive Fee Structure
- Pro Bono Services Provided
- Personnel and Resumes
- References

Interviews will be scheduled for the March 29-31, 2021

9. Legal Notices, Reservations of Rights and Waivers.

- 9.1. By submitting a proposal, each submitting Firm or individual agrees to waive any claim it has or may have against the HFHGTA and the Firm retained by the HFHGTA, their respective employees, arising out of or in connection with the administration, evaluation, or recommendation of any proposal; acceptance or rejection of any proposals; or award of the contract.
- 9.2. HFHGTA reserves the right (a) to terminate the Request for Proposals process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in the proposals received.
- 9.3. HFHGTA further reserves the right to conduct a pre-award survey and reference checks of any Firm under consideration to confirm any of the information furnished by the Firm or to require other evidence of managerial, financial, technical, and other capabilities, the positive establishment of which is determined by HFHGTA to be necessary for the successful performance of the contract.
- 9.4. By submitting a proposal, each submitting firm or individual agrees, in consideration of the objective evaluation of all proposers for the Architectural services identified in the RFP, to sign a release of liability as follows:

Proposer hereby releases, discharges and agrees to hold harmless HFHGTA, its directors, employees and agents, and any third-parties who provide any information to HFHGTA, as well as any assignees from any and all claims for damages for libel, slander, defamation, invasion of privacy, false light, tortious interference with business expectancy or any other claim based on any investigation of the background, reference, credentials, history, experience and abilities of the proposer and any statements, comments, records, documents, or publications, not maliciously made, in any form, made by or received by HFHGTA and any third-parties providing requested information about the proposer's background, history, credentials and/or abilities to provide the Scope of Services identified in the RFP.

- 9.5. Cost of Submittal Preparation Any costs incurred by Firm responding to this RFP in anticipation of receiving a contract award shall be the responsibility of the Firm submitting the response. The Owner - Contractor shall not reimburse the Firm for any such expenses.
- 9.6. Modification of Proposals A Proposal may not be modified by the Firm after April 1 at 5:00 p.m.
 - 9.6.1. Prior to the time and date designated for receipt of Proposals, a Proposal submitted may be modified or withdrawn by notice to the party receiving Proposals at the place designated for receipt of Proposals. Such notice shall be in writing over the signature of an authorized representative of the Firm.
- 9.7. Collusion The Firm's proposal submission is Firm's guarantee that the fees, costs and expenses quoted have been arrived at without collusion with other eligible Firms and without effort to preclude the Owner - Contractor from obtaining the lowest competitive price.
- 9.8. Proposals are due on March 19, 2021 by 5:00 p.m. at the Habitat ReStore and Administration Office located at 850 W. Broadway. Proposals may be sent via mail to PO Box 4194, Jackson, WY 83001. Mailed proposals must be received in the mail by the submission deadline. Proposals received after the specified date and time are

considered late and are not opened. Owner - Contractor is not responsible for any late Proposals received by mail or any other method of delivery.

- 9.9. Negotiation of Contract** HFHGTA will negotiate the Architectural Services contract with the selected Firm. If HFHGTA is unable to negotiate a satisfactory contract with the selected Firm, HFHGTA may terminate negotiations with that Firm.
- 9.10. Requirement of Execution of Written Contract** No contractual rights shall be created between the Firm and HFHGTA until a written contract has been negotiated, agreed upon, approved by the HFHGTA Board, and executed by all parties thereto.
- 9.11. Insurance** The Firm shall provide insurance coverage for the Project as set forth in this Request for Proposals. Such insurance coverage shall include:
- Workers' compensation as required by law;
 - Commercial general liability insurance of \$1,000,000 combined single limit for personal injury and property damage;
 - Errors and Omissions and current coverage;
 - Personal automobile insurance; and
 - Professional liability insurance in the amount of \$1,000,000 per claim. Professional liability insurance shall be maintained for a period of time consistent with Wyoming statutes.
- 9.12. Modification of Architectural Services Contract** The Architectural Services Contract may be conditioned upon later refinements in scope and price and may permit HFHGTA in agreement with the Firm to make changes in the Project without invalidating the contract. Later refinements shall not exceed the Scope of the Project statement contained in the Request for Proposals.
- 10. REJECTION OF PROPOSALS.** HFHGTA reserves the right to reject any and all proposals in response to this Request for Proposals that are deemed not to be in HFHGTA best interests. HFHGTA further reserves the right to cancel or amend this Request for Proposal at any time and will notify all recipients accordingly.