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# PROCUREMENT GUIDE

This sample Request For Qualifications (RFQ) is based on RFQs developed by The Housing Development Team, LLC, which has, through Kent Lewis, graciously granted the Connecticut Green Bank permission to modify the original document and provide this sample version.

To adapt this sample RFQ for use on your project:

* At a minimum, replace blue text with your project’s details: basic information, schedule, scope, etc.
* Determine evaluation criteria for your project and fill in the blank scoring matrix on the last page of the document.
* Make other changes to suit your project.

***This sample RFQ is for informational purposes only, does not constitute legal advice and was merely provided as a free resource as you consider the development of your project.***

# PROCUREMENT GUIDE

## Project Name: Project Location:

**Date:**

**Procurement Procedure for Competitive Negotiations**

**[Organization name]** will adhere to the following procurement procedure for the above referenced project. This procurement procedure will allow for a competitive selection process to be used to evaluate and select an Architectural and/or Engineering Firm.

1. **[Organization]** shall solicit Request for Qualifications (RFQ) from Architectural and/or Engineering Firm. Solicitation of Architectural and Engineering Services (Exhibit 1) will be advertised in various local newspapers, media or through other notification outlets.
2. **[Organization]** will establish a selection committee to screen and evaluate RFQ responses. The selection committee may include, but not be limited to, members of the Board of Directors and/or Staff of **[Organization]** as well as other professionals working on the project or local based stakeholders.
3. The selection committee shall evaluate all criteria included in the RFQ Package and rank each Architectural and/or Engineering Firm based on the ranking sheet. A minimum of three qualified Firms shall be selected to sit for interviews and provide a fee proposal for the proposed development. The final selection shall be made based principally on experience with similar developments, fee structure and capacity to complete the tasks in a timely manner.
4. Upon **[Organization]** approval of the selected Firm, **[Organization]** shall submit a Board of Director’s Resolution indicating their approval of the selected services.
5. **[Organization]** reserves the right to reject the selected Architectural and/or Engineering services if the amount at the time of fee proposal is not within budget and solicit new proposals from a new Architectural and/or Engineering services from the existing qualified Architectural and Engineering services.
6. **[Organization]** reserves the right to have legal counsel review the selected Architectural and/or Engineering services RFQ packages and proposals.

# Exhibit 1 - ADVERTISEMENT

## Project Name: Project Location:

**Date:**

**Request for Qualifications Notice**

**[Organization name]** is soliciting Request for Qualifications (RFQ) for Architectural and/or Engineering services for the [construction/renovation/rehabilitation] of [number of units] of housing at [property name]**,** located in [property location]**.**

Architectural and/or Engineering firms who wish to be considered and have the experience and capacity to provide the required services shall obtain a copy of the RFQ submission instructions from [Organization], by e-mailing [contact name] at ***[email*** ***address].***

RFQ submissions shall be delivered to:

## [Contact mailing address]

## in triplicate or e-mailed to [Contact email address]

on or before **[deadline].**

For questions, contact **[contact name] at [phone number] or** ***[email*** ***address].***

Owner reserves the right to accept any submittal or to reject any submittal and to waive any informalities or irregularities in the submittal.

**[Organization]** is an Affirmative Action / Equal Opportunity Employer and small, minority and woman owned businesses are encouraged to apply.

# Exhibit 2

## Project Name: Project Location:

**Date:**

**Request for Qualifications Instructions**

**Project Description:**

## Requested Architectural/Engineering Scope of Services:

* + - Review available documentation
		- Perform ASHRAE Level II-compliant energy audit
		- Include new analysis of any previously identified measures
		- Identify energy efficiency improvements with a Savings-to-Investment Ratio (SIR) greater than 1.0x
		- Identify improvements with SIR less than 1.0x that improve the energy savings
		- Identify health and safety improvements necessary to undertake energy improvements
		- Provide supporting calculations to meet CGB underwriting requirements
		- Design & specify cost-effective energy efficiency measures

## Initial rehabilitation scope of work may include but not limited to the following:

* + - * Heating System Conversion
			* New Windows
			* New Roof and Insulation
			* New Elevator
			* Energy efficiency improvements included but not limited to bathroom fixtures, lighting, Air sealing.
			* Alarm and Life safety improvements
			* Misc. Residential and Common area upgrades
		- Secure proposals from qualified construction contractors to undertake specified work
		- Provide comprehensive construction oversight during implementation of the selected measures

**Request for Qualifications Instructions (cont’d)**

Given the estimated scope, **[Organization name]** is accepting responses from **Architectural firms** with engineering firms as part of their submission **or Engineering firms** with their own team members.

Request for Qualification Submission to: to:

## [Contact mailing address]

## in triplicate or e-mailed to [Contact email address] on or before [deadline].

## Submission Information and Selection Criteria: Interested Architectural/Engineering Firms shall submit information as outlined below and selection of approved Firms shall be based on the submission and review of the information. A selection committee will be established to review the information submitted, verify the information submitted, contact references and interview Firms as the committee may require. The selection committee may include but is not limited to, members of the Board of Directors and Staff or owner/developer and design professionals working on the project.

**Selected Architectural and Engineering services:** The selection committee shall evaluate all criteria included in the RFQ Package and rank each Architectural/Engineering Firm based on the ranking sheet. A minimum of three qualified firms shall be selected to sit for interviews and provide a fee proposal for the proposed development. The final selection shall be made based principally on experience with similar developments, fee structure and capacity to complete the tasks in a timely manner.

## Interested firms should submit a cover letter along with the following information:

1. A brief resume and brochure of the firm.
2. Examples of completed projects that evidence the firm’s experience in the design of multi-family affordable housing including [construction/renovation/rehabilitation]. Documentation or prior experience in similar projects including size, scope, occupied rehab, green, sustainable and energy efficiency designs.
3. Experience working with non-profit organizations and design committees.
4. Evidence of licensure by the State of Connecticut.
5. If additional engineering services are to be subcontracted, please identify these firms and submit information on their qualifications as well.
6. Contracts on hand with anticipated dates of completion.
7. List of projects completed in the past 5 years.
8. List of references relating to the contracts on hand and projects completed.
9. Background, experience, Proposal of principal members, including officers & personnel.
10. Affirmative Action Policy and Equal Employment Opportunities Policy and statement that the Architectural and Engineering services will comply and adhere to Affirmative Action compliance as required.

**Request for Qualifications Instructions (cont’d)**

## Required Qualifications

* + Designed five (5) or more projects of similar scope during the last three (3) years
	+ Demonstrated experience and expertise with ASHRAE Level II or higher energy audits
	+ Demonstrated experience and expertise with multifamily properties
	+ Certified Energy Manager (CEM) on staff
	+ Licensed Professional Engineer (PE) on staff
	+ Location of project staff which supports responsiveness and on-site presence

# Architectural and Engineering Services Selection Timeline

* Request for Qualifications Notice **[Date]**
* RFQ Responses Due **[Date]**
* Minimum of Three Architectural firms selected

to provide fee proposals **[Date]**

* Fee Proposals Due **[Date]**
* Selection of Final Architectural Firm **[Date]**

Given the estimated scope, **[Organization]** is accepting responses from **Architectural firms** with engineering firms as part of their submission **or Engineering firms** with their own team members.

## Request for Qualification Submission to: [Contact mailing address]

## in triplicate or e-mailed to [Contact email address] on or before [deadline].

# Exhibit 3

## Project Name: Project Location:

**Date:**

**Selection Criteria Ranking Sheet**

Firm Name:

Selection Committee Member Name:

Date:

**Ranking Scores: 0 = low, # = high**

|  |  |  |
| --- | --- | --- |
| **Point Category** | **Point Range** | **Points Granted** |
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|  |  |  |
| **Total Points** |  |  |

Highest ranking firms (a minimum of three candidates) will be asked to submit fee proposals.