General Information

Austin Habitat for Humanity (AHFH) is issuing a Request for Qualifications (RFQ)/Request for Proposals (RFP) for a firm/Design Team to provide land design and civil engineering services for an affordable housing land development project. Austin Habitat encourages an integrated design team to develop a site-responsive work program that will result in City of Austin approved construction plans, development permit, bid package, and all other necessary approvals. AHFH will contract with one primary firm. This is a federally funded project.

<table>
<thead>
<tr>
<th>Professional Services</th>
<th>Location</th>
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<tbody>
<tr>
<td>Complete city approved plans and number of copies as required.</td>
<td>7051 Meadow Lake Blvd (14.65 acre site)</td>
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<tr>
<td>Bid Documents</td>
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<tr>
<td>Apply and obtain development permits and all other required permits/entitlements.</td>
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RFQ/RFP Requirements

At a minimum your response must include the following:
- Submittals must include a completed Cover Sheet as the first document of the proposal package.
- All proposals must be responsive to all of the questions included in Section: 1 Qualifications and Section 2: Scope of Work. Incomplete proposals will not be considered.
- Proposals are due no later than 9/30/2014 by 5:00 pm.
- Proposals received after the above date and time will not be considered. AHFH is under no obligation to return proposals.
- Proposals must be hand delivered to the Austin Habitat for Humanity administrative offices located at 55 N IH-35, Suite 240, Austin, Texas 78702.
- One original and two (2) copies will be submitted in a sealed envelope to the attention of Andy Alarcón, Real Estate Director.
- The sealed envelope will be labeled as follows: “Land Design and Civil Engineering Services RFQ/RFP for Austin Habitat for Humanity”
- Questions related to this proposal should be sent by email to Andy Alarcón (aalarcon@austinhabitat.org). Responses to these questions will be made available to all via email designated on the Cover Sheet.
- Questions must be received by 5:00 p.m. on September 19, 2014.
- Austin Habitat for Humanity reserves the right to cancel this RFQ/RFP at any time, and issue amendments/corrections. Austin Habitat for Humanity reserves the right to award this contract or to not award this contract.
SECTION 1: QUALIFICATIONS

1. Provide the following information about your company:
   a. Name of Firm/Team
   b. Address of Firm
   c. Telephone & Fax Numbers
   d. Primary Contact Name, Telephone, and Email

2. Brief History of the Firm:
   a. Size of Firm/Staff
   b. Years in Business
   c. Organization chart of Firm

3. Brief Statement of the Availability of Key Design Team Personnel to Undertake the Proposed Project.

4. Design Team Background:
   a. Design Team as Applicable
      i. Principal in Charge
      ii. Director of Design
      iii. Project Manager
      iv. Project Landscape Architect
      v. Project Civil Engineer
   b. Resumes of Team Members
      i. Name
      ii. Office Location
      iii. Phone Number
      iv. Years of Service with Firm
      v. Education
      vi. Professional Experience
      vii. Pertinent Experience
   c. Consultants as Applicable
      i. Landscape Architect
      ii. Civil Engineer
      iii. Planner
      iv. Architect
      v. Geotechnical Engineer
      vi. Land Surveyor
      vii. Sustainable SITES Initiative/LEED

5. Representative Projects—List a minimum of five (5) projects completed by your firm/design team that best represents a similar scope, program, and complexity. For each project, please include:
   a. Completion Date
   b. Name and Location
   c. Budget
   d. Graphic Description
   e. Photographs
   f. Total Project Acreage/Building Square Footage
g. Cost of Land Development per Residential Unit—Exclude Site Costs and Architectural/Engineering Fees
h. Owner Representative Services

6. **Project Experience**—List the last five land development projects for which entitlements, permits, plans, and construction have been recently completed. Please include:
   a. Completion Date
   b. Name and Location
   c. Budget
   d. Graphic Description
   e. Photographs
   f. Total Project Acreage/Building Square Footage
   g. Cost of Land Development—Exclude Site Costs and Architectural/Engineering Fees
   h. Owner Representative Services

7. **Affordable Housing Project Experience**—List the last five land development projects for which entitlements, permits, plans, and construction have been recently completed. Please include:
   a. Completion Date
   b. Name and Location
   c. Budget
   d. Graphic Description
   e. Photographs
   f. Total Project Acreage/Building Square Footage
   g. Cost of Land Development—Exclude Site Costs and Architectural/Engineering Fees
   h. Owner Representative Services

8. **City of Austin Permitting/Entitlement Experience**—List the last five residential (single-family and/or multi-family) projects and the amount of time required to receive permits from the time of application submittal to the time of subdivision construction or site development permit issuance from the City of Austin.

9. **Green Land Development Experience**—Describe the Design Team’s experience and familiarity with Sustainable SITES Initiative, LEED, or other similar programs or design approaches as they relate to sustainable residential land development.

10. **City of Austin SMART Housing Experience**—Describe the Design Team’s experience with the City of Austin’s SMART housing program. List the last five SMART housing projects completed and describe experience with SMART Housing program compliance.

11. **Cultural Sensitivity:** The firm selected will need to be sensitive to the needs of Austin Habitat for Humanity and its clients. Please list and briefly describe the last five affordable housing or mixed-income developments involved with and/or completed, if applicable.
12. **Contextual Sensitivity**: The selected Design Team should be able to design a residential development appropriate to the context of existing neighborhoods, but should strive toward innovation and overall design excellence.
   a. Please provide five pictorial examples that demonstrate your architectural work to demonstrate an understanding of this requirement.

13. **Licensure**
   a. Is the lead Design Team principal licensed to practice in the State of Texas?
   b. Has the principal or project landscape architect/civil engineer had their license suspended to practice in the State of Texas?

14. **Legal Proceedings**
   a. Identify any on-going legal proceeding or pending legal proceeding (arbitration, complaint, or court action) filed by an Owner or contractor against your firm for any project in the past five years.

15. **Project Approach**
   a. Describe your firm’s management approach to this project. Please include your approach and the benefit to Austin Habitat for Humanity.
   b. Please describe any unique aspects your firm may employ in the design of the project.

16. **References**
   a. Please provide a minimum of five references to contact. Include contact name, phone, e-mail, and description of brief relationship to the reference, e.g., former employer, client, etc.

17. **Unique Qualifications** – Please state why your firm/Design Team should be selected as Austin Habitat for Humanity for this project.

18. **Insurance**—Please describe your current professional insurance status.
SECTION 2: SCOPE OF WORK

Background: Austin Habitat for Humanity—Meadow Lake
Austin Habitat for Humanity is issuing a Request for Qualifications (RFQ)/Request for Proposals (RFP) for a firm/Design Team to provide land design and civil engineering services for an affordable housing land development project. Austin Habitat encourages an integrated design team to develop a site-responsive work program that will result in City of Austin approved construction plans, development permit, bid package, and all other necessary approvals. AHFH will contract with one primary firm. This is a federally funded project.

Austin Habitat for Humanity is developing a 14 acre site currently zoned SF-6 with the intent to build 60 residential units at a minimum. The project site is located in southeast Austin east of IH-35 and south of William Cannon. This is a City of Austin SMART Housing project. The type of residential units will be a combination of single-family, duplex, four-plex, and townhomes. It is envisioned that the Meadow Lake development will be a more compact community with a variety of home ownership opportunities. Austin Habitat is looking for an innovative, award winning approach to land design and development that adheres to principles of conservation design and sustainable sites. We encourage you to use a program like Sustainable SITES Initiative to create a site-responsive solution. A successful Design Team will place high value on design as well as a functional civil package.

WORK PROGRAM: We require respondents to develop a work program that will result in approved final plans, required permits, and bid documents. The following work program is anticipated, but is not limited to:

PHASE ONE
- Boundary, Tree & Topographic Survey
- City of Austin Development Assessment
- Service Extension Request

PHASE TWO
- Feasibility Study to help client determine residential unit type mix: single family detached, duplex, four-plex, and/or townhomes.
- Concept Site Plan(s)
- Transportation Impact Assessment (TIA)
- Geotechnical Report

PHASE THREE
- Preliminary Drainage Study
- Preliminary Utility Design
- Preliminary Cost Estimate

PHASE FOUR
- City of Austin Approved Civil Engineering Construction Plans
- Engineering Report
- Development Permit(s)
- Bid Document/Package
The Real Estate Director will coordinate this Scope of Work and serve as the single point of contact to the successful respondent. AHFH anticipates that the successful respondent will interface with city staff, attend community meetings, and attend public meetings as needed to get project approval. Presentation/meetings with AHFH leadership should be anticipated to monitor and concur with design direction; include this in the work program and timeline. The successful respondent as part of its professional service shall assemble bid documents and coordinate construction bidding. Austin Habitat will require receiving copies of all reports, applications, including CAD files.

1. **Austin Habitat for Humanity Collaborative Design Approach:**
The successful applicant will be able to work in collaboration with the Real Estate Director, Director of Construction, CEO, and other staff as needed. The successful respondent should include AHFH staff when meeting with city staff and at key meeting points. AHFH anticipates that the successful respondent may need to meet with AHFH leadership, staff, and board over concept design and other matters, including a possible interview during the selection process.
   a. Describe how you will satisfy this requirement in terms of numbers/types of meetings and communications with the Austin Habitat for Humanity team, in order to complete this Scope of Work.
   b. Detail staff positions, roles, and responsibilities for the project and how communications with Austin Habitat will occur, including type and frequency.

2. **Timeline:**
The successful applicant will be able to deliver final city approved construction documents and required permits to Austin Habitat for Humanity.
   a. Describe the timeline in terms of days required to complete the Scope of Work for this 14 acre residential project.

3. **Compensation:** Compensation will be based on the final work program and at key bench marks for a fixed price.

4. **Evaluation:** Respondents will be evaluated by the following criteria.
   a. **Qualifications**
      1. Design Team Background
      2. Representative Experience
      3. Project Experience
      4. Affordable Housing Project Experience
      5. City of Austin Permitting/Entitlement Experience
      6. Green Land Development Experience
      7. City of Austin SMART Housing Experience
      8. Cultural Sensitivity
      9. Contextual Sensitivity
      10. Licenses/Certifications
      11. Unique Qualifications
   b. **Scope of Work**
      1. Project Approach
      2. Understanding of Project
      3. Innovation/Creativity
      4. Work Program Proposal
      5. Timeline
ATTACHMENTS

A. Cover Sheet
B. Conflict of Interest Policy
C. Project Area Map
AUSTIN HABITAT FOR HUMANITY
REQUEST FOR QUALIFICATIONS & PROPOSALS
Civil Engineering and Design Services: Affordable Housing Land Development

Date: ______________________________________

Primary Contact Name: ___________________________________________________________

Primary Contact Phone: ____________________________________________ (office)
__________________________________________________________________________ (cell)

Primary Contact E-Mail: _______________________________________________________

Certification:
As the person who is authorized to negotiate and execute contracts and agreements for this proposal, I agree to participate in the RFQ/RFP process and negotiate in good faith with Austin Habitat for Humanity. “Good faith” includes, but is not limited to avoiding “price fixing” or agreements with other applicants that are not in the best interest of Austin Habitat for Humanity and that would influence this response or the responses and negotiations of others. To the best of my knowledge, the response to this RFQ/RFP contains accurate and current information, and there are no false statements contained therein.

__________________________________________________________________________
Signature Date

__________________________________________________________________________
Printed Name
Attachment B: Conflict of Interest Policy

- No employee, officer or agent of Austin Habitat for Humanity may participate in selection, or in the award or administration of a contract supported by federal funds if a conflict of interest, real or apparent, would be involved.
- Such a conflict would arise when an employee, officer, or agent or any member of his/her immediate family, his/her partner, or an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
- The officers, employees, and agents may not solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements.
- Requests for resolution of potential conflicts of interest must be submitted in writing to Austin Habitat for Humanity.
Project Area Map

Attachment C: 7051 Meadow Lake 14.65 Acre Tract