

RFP FOR RESIDENTIAL SINGLE-FAMILY DESIGN SERVICES IN THE LAKE PARK DEVELOPMENT

The City of Winston-Salem seeks the services of a firm specializing in residential Architectural and Design services to assist the City in preparing a development plan to complete the build out of single-family residential lots located in the in the Lake Park Subdivision. It is the intent of this RFP to have the successful firm to enter into a Professional Services Contract with the City to provide the Scope of Services as outlined herein. The Lake Park subdivision consists of 42 single-family residential lots. During the 1990s, twenty-one (21) 2-story homes of at least 2,000 square feet were built that sold for an average of \$200,000. Construction activity drastically declined after the initial 12 lots were sold under a buy-down program offered by the City.

The successful firm shall agree to contract with the City to provide the following:

- Assess the feasibility and cost effectiveness of building residential houses on approximately 21 vacant lots in the development and recommend which lots in their current condition are suitable (requiring minimum prep work) for building a residential structure compatible to existing subdivision houses.
- Obtain appraisals on the selected lots.
- Provide floor plans, drawings and preliminary cost estimates on three (3) residential structure's that can be built on the lots recommended suitable for building that are substantially in compliance with current development design standards (will be provided).
- Provide cost estimate to build one spec house selected from the plans/drawings submitted.
- Provide cost estimate to build a residential structure on one of the selected buildable lots, per the **existing** development design standards.
- Recommend an alternative use for the remaining lots not selected suitable for development.
- Periodically attend neighborhood meetings (a minimum of 3) to assist staff with discussing the project.

The successful firm will be expected to work closely with the City's Community and Business Development department, including providing bi-weekly reports to the Director.

Sealed proposals should be submitted to City of Winston-Salem's Community and Business Development Department, 100 E. First Street, Suite 423, Winston-Salem, NC 27101 by 4:00pm on Wednesday November 30, 2016. It should be clearly marked on the outside "Proposal – Lake Park Development". Proposals will be reviewed by staff and a recommendation will be presented to City Manager/City Council for approval. The City reserves the right to reject any and all proposals, or parts of proposals, when it is judged to be in the best interest of the City.

All questions should be sent to D. Ritchie Brooks, ritchieb@cityofws.org. Question deadline will be Wednesday November 23, 2016, 4:00 pm.

QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Must be a professional architect or engineer, located within the City Of Winston-Salem.
- Must be licensed and in good standing with the State of North Carolina
- Must have an excellent reputation in the business community
- Must be knowledgeable in the local real estate market and have experience with similarly sized residential properties in the development

INSURANCE REQUIREMENTS

For proposal purposes, proposers must submit copies of certificates of insurance for general liability and workers compensation. The successful contractor must provide original certificates prior to commencing services.

MINORITY/WOMAN BUSINESS ENTERPRISE (MWBE) PROGRAM:

A 10% goal for participation by minority/women owned businesses has been established for this request for letters of interest. A proposer may meet this goal through the participation of M/WBE sub-consultants and/or through his/her own performance on the project if the proposer is a minority/woman owned firm. If it is the normal practice of the proposer to perform all elements of this type of service with its own workforce and

without the use of sub-consultants, the proposer must affirm that if they do employ any sub-consultants during the contract, that they will be subject to the M/WBE goals original established for this request for letters of interest. "Affidavit A", attached at the end of this document, must be submitted with your letter of interest if your firm will employ any sub-consultants on this project. "Affidavit B" – Intent to Perform Contract with Own Workforce, also attached at the end of this document, must be submitted with this proposal only if the proposer intends to perform 100% of the work required for the contract without the use of sub-consultants. If a properly executed affidavit is not submitted, your proposal will not be considered.

TERM OF CONTRACT

It is the City's intent to have the scope of work completed within four (4) months from contract execution.

EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit the City of Winston-Salem to award a contract. The City reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the parties submitting an RFP, or to cancel all or part of this RFP.

ORAL PRESENTATION/INTERVIEWS

Firms submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.

SELECTION CRITERIA

- Knowledge of local real estate market and the City of Winston-Salem
- Residential Architectural and Design experience, qualifications and references
- Various industry sector knowledge
- Ability of the contractor(s) to meet or exceed the requirements defined in the RFP
- Local reputation
- Completeness of response to RFP as outlined in this solicitation.
- MWBE commitment

RFP SUBMITTAL REQUIREMENTS

By submitting a proposal, you represent that you have (1) thoroughly examined and become familiar with the scope of services outlined in this RFP and (2) are capable of performing quality work to achieve the City's objectives.

The following information must accompany your proposal:

1. List years in business, previous names of the firm, if any
2. Description of your firm including size of firm, location, number and nature of the professional staff to be assigned to the City of Winston-Salem; staff experience and training, including a brief resume for each key person listed
3. Describe experience (minimum five years previous experience with proven effectiveness) your firm or organization has in pertinent real estate experience
4. Experience in assisting similar size entities, including any and all services for government agencies
5. List of at least three references where and when your firm provided similar services. Please provide names and telephone numbers of contact persons for each reference
6. Additional services offered through your firm
7. Listing of current litigation, outstanding judgments and liens
8. MWBE commitment
9. Service costs:
 - a. State any other costs the City may anticipate relating to services to be provided.

AFFIDAVIT A
MINORITY PARTICIPATION/GOOD FAITH EFFORTS

Project: _____

A 10% goal for participation by minority/women owned businesses has been established on this proposal. A proposer may meet this goal through the participation of M/WBE sub-consultants and/or through his own performance on the project if the proposer is a minority/woman owned firm. Please list below all M/WBE firms to be used on this proposal.

Affidavit of _____
(Name of Proposer)

I hereby do certify that this documentation is a true and accurate representation of my MWBE participation and my good faith efforts. (Attach additional sheets if required).

Minority Firm Name City-State	Phone Number	Minority Category*	Type of Work	Percent of Project Work
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

* Minority Categories: Black, African American (B), Hispanic (H), Asian American (AA), American Indian (AI), Female (WF), Socially and Economically Disadvantaged (SE), and Disabled (D).

If the established 10% goal for participation by minority/women owned businesses is not achieved, the proposer must provide, with the proposal, the following documentation to the Owner of his Good Faith Efforts to meet the goals set forth in these provisions.

Examples of documentation include, but are not limited to, the following evidence.

✓	Description	Points	Awarded Points
_____	(a) Did your firm advertise in general circulation, professional association, or minority focus media concerning subcontracting opportunities? NOTE: A consultant must advertise in all three mediums to receive full value for this item).	15	_____
_____	(b) Did your firm provide written notice to a reasonable number of specific M/WBE firms that their interest in the contract is being solicited, at least 10 days before proposals are due to allow M/WBE firms time to participate? Please provide a copy of the solicitations sent to at least 3 minority firms from the source list provided by the owner for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall include a specific description of the work to be subcontracted, location where the RFP can be reviewed, and name of representative of the lead consultant.	15	_____

AFFIDAVIT

GOOD FAITH EFFORTS (continued)

✓	Description	Points	Awarded Points
_____	(c) Did you follow up initial solicitation of interest by contacting M/WBE firms to determine with certainty whether the M/WBE firms are interested? Please include telephone log of follow up calls you made to confirm interest.	10	_____
_____	(d) How did your company identify and select portions of the work to be performed by M/WBE firms in order to increase the likelihood of M/WBE participation? Please provide a copy of documentation where this information was included.	15	_____
_____	(e) What services were used from the City of Winston-Salem's M/WBE office; available minority community organizations; minority contractors' groups; local, state, and federal minority business assistance offices; and other organizations that provide assistance in the recruitment and placement of M/WBE firms? Please provide a copy of this documentation. Note: A proposer must utilize at least two agencies to receive full value.	10	_____
_____	(f) Did your company negotiate a joint venture or partnership arrangement with minority firms to increase opportunities for minority participation when possible? Please provide copy of any documentation (could be included in Solicitation Letter) advising M/WBE firms what type assistance was available or outlining any other steps taken to fulfill this requirement.	10	_____
_____	(g) Did your company provide quick pay agreements and policies to enable minority contractors and suppliers to meet cash flow demands? What procedures were initiated to fulfill this requirement and how were the M/WBE firms informed of this assistance? Note: A proposer can receive up to 5 points for offering; 10 points for implementation.	15	_____
Total Points		<u>90</u>	_____

NOTE: A proposer must accumulate at least **55 points** to demonstrate a “**Good Faith Effort**” was made. Partial points may be awarded when the complete requirement of an item is not met.

AFFIDAVIT A
MINORITY PARTICIPATION/GOOD FAITH EFFORTS

(Continued)

Date: _____ Name of Officer: _____

Signature _____

Title _____

State of North Carolina, County of _____ subscribed and sworn before
me this _____ day of _____, 20 _____

Notary Public _____ My commission expires _____

SEAL

AFFIDAVIT B

INTENT TO PERFORM CONTRACT WITH OWN WORK FORCE

County of _____

Affidavit of _____
(Name of Firm)

I hereby certify it is our intent to perform 100% of the work required for the contract:

(Name of Project)

In making this certification, the Proposer states:

- That the proposer does not customarily subcontract elements of this type project,
- Normally performs, has the capability to perform, and will perform all elements of the work on this project with his/her own current work force; and,
- Agrees to provide any additional information or documentation requested by the City of Winston-Salem in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Proposer to the commitments herein contained.

Date: _____ Name of Officer: _____

Signature: _____

Title: _____

State of North Carolina, County of _____ subscribes and sworn before me

This _____ day of _____, 20_____

Notary Public _____ My commission expires _____

SEAL

In the event the Proposer does not self-perform 100% of the work, the contract will be subject to the M/WBE goals originally established for this project, as well as, good faith efforts and documentation requirements of this program.