

REQUEST FOR PROPOSALS

ARCHITECT AND LANDSCAPE ARCHITECT

RFP #09-2010

APRIL 22, 2010

PROPOSALS DUE: MAY 7, 2010 at 4:00 pm

TO: Architecture Firms

FROM: Liz Wolfert, Planning Assistant

RE: Request for Proposals for Architect and Landscape Architecture Proposals for the High Mar Redevelopment Project

Request for Proposals

High Mar Architectural Services (including Landscape Architecture)

Request

As part of the redevelopment of the High Mar property located at 4990 Moorhead Ave. in Boulder, Colorado, Boulder Housing Partners (BHP), in partnership with Morgan Creek Ventures (MCV), is seeking to obtain complete Architectural Fee proposals including Landscape Architecture from qualified and interested firms.

Background

BHP has completed the following predevelopment studies for High Mar:

- Preliminary civil engineering
- Geotechnical
- Market
- Phase 1 Environmental Assessment
- Survey
- Traffic

The results of these studies informed the development of the concept plan. The preliminary civil engineering work, geotechnical study, survey, and traffic study are included in the concept review submittal, which is available on BHP's website.

A concept review application for the redevelopment of the High Mar site, including a recently completed conceptual site plan and conceptual architectural character sketches, was submitted to the city on April 19, 2010. The project's Planning Board hearing is anticipated to occur on June 3, 2010, and we anticipate the project will move directly into the Site Review process.

BHP is requesting proposals from architectural firms interested in advancing the current conceptual design through the site review, technical documents and building permit processes. Proposals should

include services and fees to support these City processes as well as all standard architectural phases through Construction Administration.

Note: Proposals must include landscape architectural services and fees. BHP/MCV is NOT requesting other design or engineering services at this time and will work with the architect to procure and select other consultants as necessary.

Proposals should, at a minimum, include the following, and in the following order:

1. Cover letter including contact name, address, phone number and email;
2. Description of all firms and their key personnel assigned to the project. Include each individual's role and their bio;
3. In two pages or less, detail your team's experience with the following:
 - a. The design of affordable housing and/or multi-family residential products similar in size and scope to the High Mar project including a list of similar work designed within the last 10 years. (In an effort to reduce the time necessary to produce and review proposals, please do NOT submit cut sheets of dissimilar projects);
 - b. The integration of sustainable design features on projects of similar size and scope including those systems related to storm water management, indoor and outdoor water conservation, high performance building design, energy efficient HVAC systems, building-integrated photovoltaic solar systems, etc. Reference the project by name and include a brief description of the systems utilized as well as your understanding of their first cost and operational savings. BHP/MCV will not pursue LEED certification for High Mar, however, experience with sustainable and energy efficient design is preferred. Please include any special experience, knowledge or skill related to sustainability you will bring to our team (i.e. energy modeling, construction/installation experience, LEED accreditation status or green building certification experience, etc);
 - c. Your team's experience with the City of Boulder's entitlement, engineering and building permit review processes.
4. Provide a brief description of why BHP/MCV should use your firm for the work specified. What sets your firm apart?
5. A list of no less than three references for each firm and contact information (preference will be given to references for projects of similar size and scope);
6. The fee for the design, coordination and preparation of full contract documents including specifications and the entitlement process. The fee should also be broken-out for the following phases:
 - a. Schematic Design
 - b. Design Development
 - c. Construction/Contract Documents
 - d. Construction Administration/Observation

Screening Criteria

The information submitted will provide the basis for selection. Responses will be scored based on the following selection criteria and weighted as indicated in parentheses:

1. Firm expertise with affordable housing and projects of similar size and scope as well as the technical qualifications and experience of assigned staff (40)
2. References (30)
3. Price (20)

4. Availability and schedule (10)

Due Date and Process

Proposals are due to BHP's offices below no later than May 7 at 4:00 pm. Please provide three copies of your proposal and deliver or mail to the following contact and address:

Boulder Housing Partners
4800 Broadway
Boulder, CO 80304
Attention: Liz Wolfert
Re: High Mar Architecture Proposal

Electronically submitted proposals will not be accepted. Proposals will be reviewed the week of May 10, 2010 and final award decisions will likely be made by May 14, 2010. All known respondents will be notified of the results of the process as soon as possible. If there is a close decision, respondents may be requested to participate in an interview the week of May 17, 2010.

Questions and Clarifications

Please submit any and all questions in writing to wolfertl@bouldercolorado.gov. Any substantive clarifications requested by one respondent will be shared with all known potential respondents and posted on our website. The deadline for clarifications is May 3rd at 5:00 pm. Questions and answers will be posted on the BHP website by 5:00 pm on May 4th.

Site Summary

High Mar is a 2.19 acre site located in south Boulder at 4990 Moorhead Ave near the intersection of Moorhead Ave. and Table Mesa Rd. In 1993, the High Mar Recreation Association, which operated High Mar as a private swim and tennis club, sold the land to BHP. The facilities, which include locker rooms, mechanical equipment, two drained swimming pools and two tennis courts, are no longer in use.

The site is zoned RH-5 (High Density Residential). The zone is defined as follows:

- Primarily used for a variety of types of attached residential units, including, without limitation apartment buildings, and where complementary uses may be allowed.

A mix of densities and uses, although primarily residential, are allowed as follows:

- Uses allowed include detached units, duplex units, attached multi-family units, some efficiency units, congregate care facilities, boarding houses, home day care, private /public schools, parks and recreation, accessory sales, crop production, accessory buildings and uses.

Under the current zoning, a maximum of 59 units of housing can be built on the site. The City has placed an affordable housing covenant on the site requiring, at a minimum, 40% of units reserved for residents earning 40% of the Area Median Income (AMI) or less, 40% of the units reserved for residents earning 50% of the AMI or less, and 20% market rate units.

Anticipated Project Schedule

The anticipated project schedule for High Mar is as follows:

- Concept Plan Submittal: April 19, 2010
- Planning Board Hearing: Mid-May, 2010
- Site Review Process: May-October 2010
- Technical Documents Process: October-January 2010
- Building Permit Process: December-February 2010
- Construction: May-December 2011

BHP Summary

BHP is the housing authority for the city of Boulder, a quasi-governmental organization created in 1966 by the City Council of the City of Boulder. It was established as a housing authority under state law to provide safe and sanitary housing to low and moderate income households in the City of Boulder. In 2004 the organization changed its name to Boulder Housing Partners. The new name acknowledges BHP's many relationships with private and public organizations that are helping to build community and supporting families of low and moderate income.

BHP owns and/or manages over 1,500 dwelling units in the city of Boulder including several hundred Section 8 Housing Vouchers. BHP's portfolio includes the following types of housing:

- Workforce housing;
- Dwelling units constructed under federal housing programs;
- Mixed income projects like the award winning Foothills and Holiday Communities;
- Reduced rent units; and
- Unrestricted market rate units.

BHP is an experienced affordable housing developer and has secured a variety of structures and funding sources including six Low Income Housing Tax Credit partnerships, conventional financing, Private Activity Bonds, tax exempt bonds, Federal grants, as well as fundraising from public and private sources.

There are approximately 50 professionals working at BHP with many years of experience developing and managing housing in the city of Boulder. A nine member volunteer community board, appointed by the Mayor, provides oversight and direction for BHP operations. The Board of Commissioners includes members of the community, a resident representative and a City Councilmember. Betsey Martens is the Executive Director of the organization.

MCV Summary

Morgan Creek Ventures acquires and develops office/mixed-use and residential properties in urban areas. MCV is active in Denver and Boulder, Colorado as well as San Francisco, California. In the past few years, MCV has been involved in the acquisition, development or renovation of more than 435,000 square feet of mixed-use projects and 375 residential units.

Attachments:

- Vicinity Map
- Aerial Photograph
- Site Photographs
- Concept Plan

Notes

Additional site information will be available upon request following conclusion of the selection process.

Contact Information

For Project Specific Information:

Liz Wolfert, Planning Assistant
Email: wolfertl@bouldercolorado.gov
Phone: (720) 564-4619

TERMS AND CONDITIONS FOR REQUEST FOR QUALIFICATIONS

1. BHP may select none or more than one of the responses for further consideration. Because of the mix of criteria necessary for a development partner, BHP reserves the right to make its selection on a variety of factors which may not all be measured objectively.
2. Responding to this solicitation does not guarantee that any work will be directed to the respondent.
3. The Board of Commissioners of BHP reserves the right to reject any and all RFPs, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the Board, is in the best interest of BHP.
4. Respondents are expected to examine the qualifications, schedule of delivery, and all instructions; failure to do so will be at the respondent's risk. Further, each respondent shall furnish all of the information required in the RFP
5. BHP's standard services contract is included with this RFP. Respondents are required to review this contract carefully prior to submission of a proposal.
6. No submittal shall be withdrawn for a period of thirty (30) days subsequent to the opening of qualifications without the consent of BHP.
7. Late or unsigned responses will not be accepted or considered. It is the responsibility of respondent to insure that the statement of qualifications arrives in the offices of BHP prior to the time indicated in the RFP.
8. BHP reserves the right to share all completed work with potential investors and lenders for the project.
9. Any interpretation, correction or change of the RFP documents will be provided to all known potential respondents by email as appropriate and at the sole discretion of BHP.
10. Confidential/Proprietary Information: Information and Materials submitted in response to this RFP are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq. C.R.S., as amended. Any restrictions on the use or inspection of material contained within the RFQ should be clearly indicated, as well as a brief description of the basis for the confidentiality (financial statements, trade secrets, etc) in the response to the RFP.
11. BHP will open all RFPs received on or after the scheduled time. RFPs are not generally opened in a public setting. As, and only if necessary, the name of the respondent is the only public information that will be mentioned following the opening of the RFP; all other information contained in the proposal may disclosed after the completion of the selection process.

Please note the following:

- Overnight, Express and Priority Mail should be directed to the above street address.
- All RFPs must be received by the date and time noted above.

- Any RFPs received after due date and time will be returned unopened.
- No faxed or emailed RFPs will be accepted.