

**REQUEST FOR PROPOSALS
MECHANICAL/PLUMBING & ELECTRICAL ENGINEERING
RFP #12-2010
JUNE 28, 2010
PROPOSALS DUE: JULY 12, 2010**

TO: Mechanical/Plumbing and Electrical Engineering Firms
FROM: Liz Wolfert, Project Assistant
RE: Mechanical/Plumbing and Electrical Engineering Proposals for High Mar

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 proposals for Mechanical/Plumbing and Electrical engineering services from Schematic Design through Construction Administration.

Respondents can propose for just one or all mechanical/plumbing or electrical services requested either as individual firms or as engineering teams. **Clearly identify which services you have responded to on the cover of your proposal.**

Due Date and Process

Proposals are due to BHP's offices below no later than 4 pm on July 12th. Please provide three hard copies of your proposal, and one electronic copy, and deliver or mail to the following contact and address:

Hard Copies

Boulder Housing Partners
4800 Broadway
Boulder, CO 80304
Attention: Liz Wolfert

Electronic Copies

wolfertl@bouldercolorado.gov
Re: High Mar Mechanical/Plumbing and Electrical Engineering Proposal

Proposals will be reviewed the week of July 12, 2010 and final award decisions will likely be made by the week of July 19, 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 July 19, 2010.

Any substantive clarifications requested by one respondent will be shared with all known potential respondents and posted on BHP's website at www.boulderhousingpartners.org. Please submit your questions in writing to wolfertl@bouldercolorado.gov if possible. The deadline for clarifications is 5:00 pm on July 2nd. Questions and answers will be posted on BHP's website by 5:00 pm on July 6th.

Background and Anticipated Schedule

High Mar's concept review application, including a recently completed conceptual site plan and conceptual architectural character sketches, was submitted to the City's Planning Department on April 19, 2010. The project received the Planning Board's support at their June 3, 2010 hearing. We are moving directly into the Site Review process and anticipate submitting Schematic Designs and the Site Review application on August 16, 2010. Barring any unforeseen delays, BHP currently anticipates the following project schedule:

July 2010 – November 2010

Site Review

Schematic Design through approximately 25% Design Development

November 2010 – February 2011

Technical Documents

Design Development through approximately 50% Construction Documents

February 2011 – May 2011

Building Permit

Construction Documents and GMP

June 2011

Begin construction

Site Summary

High Mar is a 2.19 acre site located in south Boulder at 4990 Moorhead Avenue near the intersection of Moorhead Avenue and Table Mesa Road. In 1993, the High Mar Recreation Association, which operated High Mar as a private swim and tennis club, was no longer interested in operating the facility and sold the land to BHP. The site is zoned RH-5 (High Density Residential). A maximum of 59 residential units can be built under the current zoning. The following affordable housing covenant is in place on the property:

- 40% of units the (23 units) at or below 50% of the Area Median Income (AMI);
- 40% of units the (24 units) at or below 40% of the Area Median Income (AMI); and
- 20% of the units (12 units) with unrestricted rents

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. BHP owns and/or manages over 1,500 dwelling units in the City of Boulder including several hundred Section 8 Housing Choice Vouchers. BHP is also an experienced developer of affordable housing and has used a variety of structures and funding sources including six Low Income Housing Tax Credit partnerships, conventional and federal financing, Private Activity Bonds, tax exempt bonds, federal HOME and CDBG grants, as well as fundraising from public and private sources.

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.

Additional Project and Site Information

Please see the BHP High Mar website for additional information about the project including, but not limited to:

- Vicinity Map
- Preliminary Concept/Feasibility Plan
- Aerial Photograph
- Site Photographs
- Geotechnical Report
- Phase I Investigation
- Preliminary Civil Plans
- Concept Review Application Materials

Proposal Criteria

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 firm and the 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:
 - i. indoor and outdoor water conservation,
 - ii. energy efficient HVAC systems,
 - iii. indoor air quality,
 - iv. building integrated PV,
 - v. solar hot water, and
 - vi. any other energy efficient or sustainable mechanical, plumbing or electrical system used on a project to reduce energy consumption and utility costs for residents,

- vii. BHP/MCV will not be pursuing LEED certification for High Mar, however, experience with sustainable and energy efficient design is preferred. Reference each projects name and include a brief description of the systems utilized as well as your understanding of their first cost and operational savings. Please include any special experience, knowledge or skill related to sustainability you will bring to our team (i.e. energy modeling, renewable energy integration, etc);
- c. BHP is a long term owner of affordable rental housing and is focused on reducing the maintenance cost of their projects while ensuring they deliver the highest quality, most energy efficient housing possible for their residents. Please discuss how you have helped reduce the maintenance and operation costs on past projects through the thoughtful design of the plumbing, HVAC, electrical and/or lighting systems.
- d. Your team’s experience with the City of Boulder’s engineering and building permit review processes.
- e. Your experience with and coordination of modular construction and its integration into the design and construction of similarly sized projects. Please outline your understanding of any special coordination, design and/or construction issues you have faced on projects that have investigated or built using modular construction.
- 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

Please see the attached Scope of Work for more information.

Proposal Format

Proposals shall provide a comprehensive, but concise summary of qualifications and capabilities to satisfy the requirements of the RFP. Proposals shall adhere to the following format for organization and content:

- Cover Letter
- Proposal Criteria
- Exceptions/Clarifications

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 including qualifications of staff in civil engineering and previous experience (45)
2. Price (30)
3. References (15)
4. Schedule (projected date of completion) and availability (10)

Notes:

BHP reserves the right to share the completed work with potential investors and lenders for the project.

The MEP will contract directly with the project architect (In Situ Design) and will use the AIA C401 - 2007 Standard Form of Agreement between Architect and Consultant, which is included as an attachment to this RFP. Please indicate your willingness to use this contract and if you require any material changes to the document.

Contact Information

Liz Wolfert, Project Assistant

Phone: 720.564.4619

Email: Wolfertl@bouldercolorado.gov

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

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 RFPs will be accepted.
8. 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.
 9. 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.
 10. 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 be disclosed after the completion of the selection process.

MECHANICAL/PLUMBING & ELECTRICAL SCOPE OF WORK

Please include, at a minimum, the following services in your fee proposal. All tasks are to be included under Basic Services.

Additional Service Requests will not be considered without prior approval from the Architect which requires approval from the Owner.

Your fee shall include all services required to secure approvals, permits, and coordination with other disciplines and consultants, while meeting cost, budget, and time goals as set by the Owner. Please be aware that design is not a linear process. Modification to Mechanical/Plumbing and Electrical design due to coordination with the Architect or the Architect's Consultants is not to be considered a basis for Additional Service Requests.

Mechanical/Plumbing services include, but are not limited to:

- Coordination with Architect
 - Base CAD file manipulation
- COMCHECK calculations
 - Area calculations
 - Window area calculation
 - Door area calculation
 - Insulation values
- Fire Sprinkler Design
 - Main sizing
 - Standpipe locations
 - Coordination with architect of required ratings
 - Coordination with Architectural and Structural of shaft locations
 - Pressure and pump calculations
 - Flow Data
 - Siamese locations
- Roof Drainage Calculations
 - Volume/ Area
 - Flow
 - Downspout sizes
 - Coordination with Civil of downspout and roof drainage Connections
- Kitchen/ Hood coordination if required
- Grease trap coordination if required
- Grease duct coordination if required
- SUDP
- Sand-oil interceptor if required
- Elevator coordination
- Participation in LEED or other green building programs as directed by the owner
- DESIGN TEAM MEETINGS as required by the Architect to ensure proper coordination and design
- Any other documentation or submittals as required to secure Building Permits and Planning and Zoning Approvals as required by local and state jurisdictions

Electrical services include, but are not limited to:

- Coordination with Architect
 - Base CAD file manipulation
- Service Application
 - Meeting with Xcel or other local service company
 - Easements
 - Transformer sizing and location
 - Meter locations
 - Gas locations
 - Easements
 - Meter locations
 - Interior elevation of meters and cabinets
 - Meter/ transformer room sizing and locations
- Security system coordination
- Telecommunications system coordination
- Lighting design and specifications
- Coordination with Mechanical and Plumbing Engineers
- Elevator coordination
- Participation in LEED or other green building programs as directed by the owner

- DESIGN TEAM MEETINGS as required by the Architect to ensure proper coordination and design

- Any other documentation or submittals as required to secure Building Permits and Planning and Zoning Approvals as required by local and state jurisdictions

- Project Specifications

- Contract Administration, including but not limited to:
 - Attendance at pre-construction walk-through meetings
 - Attendance at pre-construction sub-consultant meetings
 - Review of shop drawings and product submittals
 - Attendance at weekly construction meetings as requested by the General Contractor
 - Timely response to Requests for Information
 - Review of value engineering and cost