



**COMMUNITY  
FOUNDATION**  
*of Northern Nevada*

**Request for Qualifications  
Architect & Engineering Services  
For Expansion of a Housing Development**

**General Project Information** – Community Foundation of Northern Nevada (CFNN) is hereby soliciting proposals from interested licensed architect and engineering firms and professionals including licensed civil engineers to complete the modular expansion of an existing 216-unit dorm-style affordable housing project for individuals making low and very-low income. The expansion will add 96 additional units to an adjoining site.

The selected A/E professional must have, and show, the experience and knowledge of development through all stages of design. As this is a modular construction project, relevant experience is preferred. The A/E professional will enter into a contract with the CFNN and will work directly with the CFNN Project Manager on all aspects of the project and activities.

A site visit to The Village on Sage – Phase 1, is not mandatory but recommended. **The walk will be held on Thursday, 5/18/23 from 10am-11:30am.**

RFI's will be due on Tuesday, 5/23/23 no later than 4pm to [RFP@nevadafund.org](mailto:RFP@nevadafund.org).

**Project Background:**

The Village on Sage Street has successfully provided safe and affordable housing to over 450 low-income individuals. The Village has been full since 2020 and is a much-needed housing asset for our community. The Village on Sage Street expansion is targeted toward individuals who are working or on fixed income that are priced out of the housing market. The population today is 46% individuals who earn income from employment, and 54% that receive SSI/SSDI or another form of benefits. Among the people who have moved-out from the Village since it opened in July 2019, through the end of the first quarter of 2022, 17% of lodgers were able to increase their income while living at the Village, 44% were able to reduce their debt, and 45% of move-outs are positive where the departing lodger typically moves on to permanent housing.

Please see accompanying documents:

- Modular Drawings (302 Bed Facility Drawings) – (for reference of original layout of buildings)
- Photos of Modular Buildings

**Project Description:**

The A/E firm will be responsible for project coordination including design documentation and specifications, schedules, City and State permitting, budgeting, communications, and

compliance in reporting to the owner's team (encompassing funding agencies, local jurisdictions, and state agencies as needed).

An expanded list of anticipated project scope is detailed below; however, the nature of the A/E firm's role is to anticipate potential problems and address unknowns as they are presented. This list is not to be considered all inclusive.

**Buildings:**

- ADA Modifications (including restrooms and entries)
- Plumbing repairs throughout, as needed
- Roof replacement
- Water damage to several rooms from roof leaks
- New floors throughout
- New ACT in hall connector and throughout, as needed
- New fire sprinkler and alarm system throughout
- HVAC replacement, as needed

**Sitework:**

- Sewer line relocation
- Relocation of other existing utilities, as needed
- New utility lines
- New fence around the property
- New landscaping and hardscape

**Location of Project:**

The project is located at 360 Sage Street & 0 Sage Street in Reno, Nevada, 89512.

**Length of Contract:**

CFNN would prefer that the A/E professional begin work as soon as possible after approval of the contract documents. The length of the contract between the CFNN and the A/E professional will be established during contract development with the selected firm. The project schedule will be analyzed with the A/E professional and CFNN to establish critical schedules and reasonable times which are based upon those various conditions such as mobilization, availability of staffing, weather conditions, and any other conditions agreed to upon by the parties.

**Required Qualifications:**

- All A/E professionals proposed for this contract must be a licensed professionals by the State of Nevada.
- The A/E professional and company representative must have extensive experience in mechanical, structural, and civil engineering, and must prove knowledge and experience with planning and designing housing projects.
- The awarded firm must possess proven experience in working on projects under various condition types such as but not limited to; geotechnical experience with earth moving

conditions, soil conditions, core sampling, compaction testing, and an extensive background and knowledge of construction practices and standards as well as other services which become apparent during the project.

- The A/E professional awarded this project must have a high degree of organizational and record keeping skill and possess the necessary knowledge and experience applicable to the assigned work. CFNN will require extensive records of daily activities, inspection record keeping, and records certifying each phase of work.

**Preferred Qualifications:**

- Experience in modular construction.
- Experience in working with non-profit organizations.
- Experience with overseeing projects funded by federal grants, especially as they apply to federal procurement standards under Uniform Rules (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), 2 C.F.R. § 200.326.

**Scope of Work:**

The A/E professional will enter into a contract with CFNN and provide services for the following phases from planning to post-construction:

Schematic Design

- Establish the general scope, conceptual design, and scale of the project.
- Attend meeting(s) with CFNN and CFNN project manager.

Design Development

- Complete the project design documents

Construction Document Phase

- Prepare final calculations, drawings, and specifications
- Organization and submission of all required permits to the City and State

Bidding Phase

- Prepare request for bids invitations, instructions to bidders, and procurement forms in accordance with the CFNN's Financial Management Policies and Procedures.
- Conduct pre-bid meetings, coordinate bid opening, and assist with conducting the pre-construction meeting.

Construction Phase

- Monitor construction activities, provide inspections, review of payment requests.
- Responsible for the attendance to Submittals and RFI's
- Issuance of Monthly Reports to CFNN in addition to site visit reports
- Conduct Punch Walks
- Complete As-Builts and other close out documents, as required

**List of Deliverables:**

The deliverables shall conform to all the requirements listed in the Scope of Work for each phase of work.

**Proposal Evaluation:**

Proposals will be evaluated by the following scoring system:

- Qualifications (1 – 40 points) CFNN will review the qualifications, education, and licenses of the firm's key personnel that will be assigned to this project. Emphasis will be given on qualifications associated with the scope of work of this RFP.
- Experience (1 – 20 points) CFNN will review the experience of the firm's key personnel assigned to this project. Experience must be specific to the required qualifications. Firm must submit a complete list of projects which key personnel have been involved in and/or completed.
- Timelines/Timeframes (1 – 20 points) CFNN will evaluate this factor on the firm's ability to meet the objectives of the CFNN accordingly. A schedule of availability must be attached to the qualifications which establishes estimated dates of completion of each of the required tasks.
- Methodology (1 – 10 points) CFNN will evaluate the firm's method of accomplishing the tasks. A narrative must be attached explaining the firm's approach which will be used to accomplish the required tasks (ie. availability and assignment of key personnel, use of subcontractors [if applicable] etc.)
- Proposed Cost Price (1 – 30 points) Attach a cost proposal that will be associated with this project by schedule and phases (if applicable). The contract will be determined on the lump sum proposed cost.
- MWSB Preference (1—10 points) CFNN is required to give preference to qualified minority business, women's business enterprises and labor surplus area firms.

Note: CFNN may deem it necessary to conduct an interview to make the final selection.

**Proposal Submission Requirements:**

CFNN will accept proposals from qualified, responsible, responsive A/E professionals until Tuesday, May 30, 2023 by 4pm Pacific Time.

Qualifications can be delivered to the Community Foundation Northern Nevada, 50 Washington St #300, Reno, Nevada, or mailed to Community Foundation Northern Nevada, Attn: Teri Miller, CFO, Community Foundation of Northern Nevada or emailed to the same attention at [RFP@nevadafund.org](mailto:RFP@nevadafund.org).

Proposals shall be submitted in the format outlined below. Incomplete proposals will not be rated. Proposals must be tabbed in the following order for convenient review and selection.

- Tab 1 - Qualification – Narrative summary
- Tab 2 - Resumes of A/E professional and other Staff who will be working with CFNN on this project.
- Tab 3 - Copy of licenses/certifications of A/E staff and subcontractors designated for the project
- Tab 4 - Summary of Experience with similar projects, challenges, and accomplishments.
- Tab 5 - List of at least 3 references with e-mail addresses.
- Tab 6 - Methodology (A short statement of approach to the design process).
- Tab 7 Work plan with time frames for start, completion and other critical start dates
- Tab 8 Proposed Cost Schedule by phase (if applicable)
- Tab 9 Any other information the company wishes to include that will assist CFNN in the selection process.
- Tab10 Certification of WMSB (if applicable). Preference in contracting will be given to WMSB firms who meet the qualifications of this solicitation.

**Other relevant data and contract terms and conditions:**

The A/E professional will be required to comply with applicable Federal, State rules and regulations, most importantly Appendix II to the Uniform Rules (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards) under 2 C.F.R. § 200.326.

**Timeline**

The following represents the proposed timeline for this project. All times stated are Pacific Time (PT). These dates represent a tentative schedule of events. CFNN reserves the right to modify these dates at any time. CFNN also reserves the right to forego vendor presentations and select vendor(s) based on the written qualifications submitted.

<b>Task</b>	<b>Date/Time</b>
Recommended Site Walk	5/18/23, from 10am-11:30am
RFI Submission Due	5/23/23, no later than 4pm
Deadline for submission of proposals	5/30/23, no later than 4pm
Evaluation period	(approximate time frame) 5/31/23 – 6/8/23 with possible interviews on 6/6/23.
Selection of vendor	On or about 6/8/23
Contract start date	On or about 6/15/23

**Contact Information:**

For further information regarding the project, the Request for Proposals submission, contract requirements, and all other inquires please contact Lauren Janowsky, Owner’s Representative of CFNN, Cumming Management Group, at [RFP@nevadafund.org](mailto:RFP@nevadafund.org).