



Request for Qualifications and Proposals

Architectural and Structural Engineering Design Services East Baltimore Home Repair Program

October 28, 2009

TABLE OF CONTENTS

I.	INTRODUCTION	1
II.	BACKGROUND	1
III.	THE SITE	2
IV.	SCOPE OF WORK	2
V.	SELECTION PROCESS	3
VI.	THRESHOLD QUALIFICATIONS	3
VII.	SCHEDULE	3
VIII.	SUBMISSION REQUIREMENTS	4
IX.	QUERIES	5
X.	ECONOMIC INCLUSION	5
XI.	REDEVELOPMENT AREA MAP	7

Request for Qualifications and Proposals

Architectural and Engineering Design Services East Baltimore Home Repair Program

I. INTRODUCTION

Baltimore Community Lending (BCL) is soliciting qualifications for architectural and engineering services to provide bid documents for the rehabilitation and repair of approximately forty (40) single family townhouses scattered through out the East Baltimore Development, Inc. (EBDI) project area on behalf of existing residents participating in the Home Repair Program.

The East Baltimore Development Inc (EBDI) Home Repair Program provides grant funds to East Baltimore Preservation area homeowner occupants to make repairs that will make their homes Building Code compliant, more functional, safer, attractive and valuable. The Home Repair Program is a benefit choice provided by EBDI in lieu of relocation. Every homeowner head of household is eligible to receive a home rehabilitation grant from this program provided he or she has continuously resided on a Preservation Block within the redevelopment area since September 30, 2006 and does not elect to relocate as is his or her right under the EBDI relocation program.

EBDI has contracted Baltimore Community Lending, Inc (BCL) a not-for profit certified Community Development Financial Institution, BCL's mission is to support the revitalization and strengthening of Baltimore City neighborhoods through innovative and flexible financial assistance in Baltimore. BCL, as agent for EBDI will administer the Home Repair Program. BCL's extensive experience in providing rehabilitation and construction management services dedicated to community development in the City of Baltimore makes them the perfect choice to administer this rehabilitation and construction program.

For further information on the EBDI project, please see <http://www.ebdi.org>.

II. BACKGROUND-EAST BALTIMORE

It was not long ago that Baltimore's East Side was respected as a tight-knit community, occupied by families who lived in affordable housing and maintained their livelihoods with stable employment. East Baltimore was a highly, sought-out area where a strong sense of community was valued by all.

Like many urban communities, East Baltimore was faced with inevitable changes as the manufacturing-based economy surrendered to rapid advancements in technology. Indiscriminating forces of disinvestment abruptly disrupted the delicate balance of community life that once existed in this vibrant community. However, despite the numerous challenges there was still a resilient core of East Baltimore residents who after raising their families in East Baltimore refused to leave their homes, hopeful that things would change.

Creating Baltimore's New East Side is an extraordinary effort that builds upon a great existing community in this historically rich neighborhood. It is the first renewal project specifically developed to address the physical, economic and human conditions. The New East Side community will deliver on a promise to restore hope to current and former residents as it gradually evolves into a flourishing area.

Many East Baltimore residents have played an integral role in the planning process; community layout and are consequently, the primary benefactors of housing, education, jobs and training opportunities in the new project area.

A vibrant, mixed-income community is being built as new and restored housing is constructed for both current and new residents. Countless open spaces, parks and playgrounds will add new life and vitality to the surrounding areas, creating an environment of warmth and tranquility. In addition, the construction of a new community school campus, a community health clinic and other venues will attract and engage both the young and old to this historic Baltimore Community.

III. THE PROJECT SITE

EBDI in conjunction with the Maryland Historic Trust and the East Baltimore community residents have identified an area designated for preservation and residents who are eligible to participate in the Home Repair Program.

The targeted homes are located in sub-phases C-G on the attached East Baltimore Revitalization Initiative redevelopment area map.

- Most properties are single family, 2 and 3 story rowhomes constructed between 1866 and 1915. Many of the brick facades on homes in the area were covered with formstone during the 1950s.
- The designated property addresses will be shared with the firms selected from the list of prequalified firms.
- BCL will provide the homeowners a list of the prequalified design firms and contract information.
- The forty plus (40+) townhouse will be redesigned in stages. The sub areas will be scheduled by BCL and EBDI.

IV. SCOPE OF WORK

Baltimore Community Lending seeks firms with superior qualifications in the following disciplines to provide design, and construction documentation for the homeowners' project:

1. Architectural
2. Structural Engineering

V. SELECTION PROCESS

To select design teams for the EBDI Home Repair Program BCL will do the following:

1. Review and rank the responses to this Request for Qualifications and Proposals
2. From the responses BCL and EBDI will select three (3) respondent teams that meet the qualifications
3. BCL will present the selected firms to the Homeowners.

VI. THRESHOLD QUALIFICATIONS

Responding teams must meet and submit the following threshold qualifications to be considered for selection.

1. The Architect and Structural Engineer must have
 - a. Maryland State license registered with the Department of License and Labor Regulation of Maryland;
 - b. Maryland Certificate of Good Standing;
 - c. Professional Liability Insurance in the minimum amount of \$500,000 and
 - d. General Liability Insurance.
2. The project team must evidence significant experience in Residential townhouse rehabilitation and renovation. List five projects including the year completed and value of each project.
3. The project team must embrace EBDI's economic inclusion goals. EBDI expects to achieve 21% MBE participation and 13% WBE participation on this design project.
4. Prior experience with the Maryland Historic Trust (MHT) requirements and Green Rehabilitation standards will be considered a plus in the evaluation of architects.

VII. SCHEDULE

RFQ & RFP Release	October 28, 2009
Query Deadline	November 2, 2009
Submission Deadline	November 9, 2009
BCL-EBDI Review and Shortlist	November 16, 2009
Selection of Final Qualified List	November 20, 2009

VIII. SUBMISSION REQUIREMENTS

Responses are due November 9, 2009 by 4:00 pm. Responses shall submit hard copies or electronically as a PDF document to Patricia Clements at Baltimore Community Lending 120 East Baltimore Street, Suite 1350, Baltimore MD 21202, patricia.clements@bclending.org with the subject heading: Architectural and Engineering Design for EBDI Home Repair Program. Only ONE Electronic Response will be accepted. More than three hard copy responses will be non responsive. Responses must follow the following format outlined below:

Submission Requirement	Page Limit
1. Letter of interest signed by a duly authorized principal of the lead design firm stating; <ul style="list-style-type: none"> ▪ The firm's (project team) interest in the project ▪ The general qualifications of the lead firm and team; ▪ A commitment to meet the requirements and schedule of the selection process, and, ▪ Point of contact information. 	2 pages
2. A description of the proposed team, its principal personnel, and its organizational roles.	2 pages
3. Evidence that the project team has significant experience in a) design of single family residential projects; b) sustainable design and construction practices, and c) design and development in urban areas. Provide a minimum of Five (5) relevant examples of each along with references. 4. Evidence of experience with the Maryland Historic Trust (MHT) requirements and Green Rehabilitation standards will be considered a plus. 5. MBE/WBE firms must submit their State of Maryland or City of Baltimore certification letters as part of their response	10 pages
6. A Fee Schedule	1 page
7. A plan for meeting EBDI's Economic Inclusion goals.	1 page
8. Documents/Exhibits to be attached: <ul style="list-style-type: none"> • DLLR License • Certificate of Good Standing • Insurance Declaration Pages • Other certification Sheets/letters 	5 pages
<u>Maximum</u> Total Pages	20 pages

IX. QUERIES

Queries may be submitted electronically to Patricia W. Clements, Senior Lending Officer, Baltimore Community Lending at patricia.clements@bclending.org. Queries must be received by November 2, 2009 as defined in the selection schedule, above. Responses to queries will be posted made via email and shared as appropriate with all persons on the mailing list for whom we have email addresses.

X. ECONOMIC INCLUSION

EBDI has a very comprehensive Economic Inclusion Initiative with which the successful team must comply. EBDI is committed to dramatically increasing contract and procurement dollars spent with minority businesses in all aspects of East Baltimore Development projects. Because the Economic Inclusion Initiative is critical to EBDI's mission and seeks to promote the involvement of Minority (MBE), Women (WBE) and Local Owned Businesses (LBE) in connection with this Request for Qualification. By submitting a response to this RFP, your firm is acknowledging that it has carefully reviewed the Initiative, that it understands the intent of the Initiative and that it will meet all goals set forth in the initiative.

By submitting a written response to this RFP, you are certifying that you have carefully read the Initiative, that you understand its contents, meaning and intent, and that you will fulfill the goals and requirements set forth in the Initiative if your firm is selected for this Project. You further certify that you will work closely with EBDI to develop interest in the Project by minorities, women and locally owned businesses. If at any time during the contract it becomes apparent to BCL or EBDI that you are not committed to meet the goals of the Initiative or that you are not able to meet the goals of the Initiative, your agreement with EBDI may be terminated in EBDI's sole discretion. Please provide all certifications or certification numbers for companies listed in your Economic Inclusion goals. Submission of false information to fulfill Economic Inclusion goals shall render your firm non responsive.

The specific requirements that you must meet in regard to MBE and WBE inclusion at the time the Guaranteed Maximum Price ("GMP") is established are as follows:

- MBE—21% of the total contract value
- WBE—13% of the total contract value

Request for Qualifications and Proposals
Architectural & Engineering Design Services
Home Repair Program
Page 6 of 7

The EBDI Economic Inclusion Plan and Procurement Policy can be found on the EBDI website at <http://www.ebdi.org/BusinessOpps.asp>.

Failure to submit the requested acknowledgements will preclude you and/ or your firm from consideration for this project. BCL reserves the right to reject any and all responses.

