

**REQUEST FOR QUALIFICATIONS**

**GENERAL CONTRACTOR (“CONTRACTOR”)**

**HOOD RIVER COMMUNITY HOUSING**

**Hood River, Oregon 97031**

**JULY 26<sup>TH</sup>, 2017**

**QUALIFICATIONS ARE DUE NO LATER THAN**  
**1:00 PM, THURSDAY, AUGUST 10<sup>TH</sup>, 2017**

**PROJECT BACKGROUND**  
**HOOD RIVER COMMUNITY HOUSING**

<b>Sponsor:</b>	Columbia Cascade Housing Corporation
<b>Project Name:</b>	Hood River Community Housing
<b>Project Location:</b>	Wasco St. and N 20 <sup>th</sup> St, Hood River, Oregon
<b>Contact / Email response:</b>	Jennifer Sharp Housing Development Center 847 NE 19 <sup>th</sup> Avenue, Suite 150 Portland, OR 97232 Phone: 503-754-4134 Email: <a href="mailto:jennifer@housingdevelopmentcenter.org">jennifer@housingdevelopmentcenter.org</a>

**1. Executive Summary of Project**

**1.1. Project Sponsor:** Columbia Cascade Housing Corporation

Columbia Cascade Housing Corporation is a 501 (c)(3) nonprofit organization established in 1990 to provide opportunities for safe, decent, affordable housing. The organization owns or sponsors 389 units of affordable housing providing a wide range of housing opportunities, from low-income elderly and low-income families to transitional housing for persons living with mental illness and/or developmental disabilities. Columbia Cascade’s portfolio also includes farmworker housing and elderly assisted living.

Columbia Cascade Housing Corporation is affiliated with Mid-Columbia Housing Authority, which serves Sherman, Wasco and Hood River Counties in Oregon and with the Columbia Gorge Housing Authority, a joint housing authority serving Skamania and Klickitat Counties and the City of Goldendale in Washington. Columbia Cascade Housing Corporation’s service area encompasses over 7,200 square miles.

The staff works under the direction of the Executive Director and the Board of Directors.

**1.2. Project Site and Program:**

Columbia Cascade Housing Corporation anticipates site control of a 5.07 acre parcel currently owned by the City of Hood River and being used as Morrison Park. The project is located at the corner of Wasco St. and N 20<sup>th</sup> St. in Hood River, and is bounded on its north side by Interstate 84. The parcel (only the portion north of Wasco) was recently rezoned to Urban High Density Residential (R3) by way of a Quasi- Judicial Zone Change which included a significant public process. The development will be required to preserve a significant park area to include an onsite bike/pedestrian greenway connection.

Columbia Cascade Housing Corporation seeks to develop between 60 – 80 family -sized, residential units and community building on the site. The goal of the project is to provide quality rental housing affordable to working

families in Hood River. A majority of the units will be affordable, restricted to at or below 60% of the Area Median Income. Some portion of the units may be restricted at or below 80% of Area Median Income to provide housing for working families in that income range.

**1.3. Project Financing:** The following are the expected financing sources for the Project:

- **Oregon Housing and Community Services** – Low Income Housing Tax Credits, Weatherization, and other available federal and state resources
- **Grant sources**
- **Sponsor contributions**
- **Other funding** – additional sources of funding may be included based on availability.
- **Private Debt**

**1.4. Wage Rates:** The Project will be subject to Prevailing Wage and may be subject to Davis Bacon depending on funding sources.

**1.5. Project Schedule:** The project schedule is anticipated to be as follows:

<b>SCHEDULE</b>	
RFQ Issued	July 26 <sup>th</sup> , 2017
Optional Pre-Bid Conference Columbia Area Transit Office – 224 Wasco Loop, Hood River, OR	July 28 <sup>th</sup> , 2017 at 11:30 AM
Final Day for Questions/Clarifications on the RFQ	August 2nd, 2017 at 5:00 PM
Final Addendum Released	August 4 <sup>th</sup> , 2017 by 5:00 PM
Proposals Due	Thursday, August 10 <sup>th</sup> , by 1:00PM
Selection of A/E Team and GC	August of 2017
Programming/Conceptual Design/Feasibility Study	September 2017 thru December 2017
Preparation for OHCS NOFA Submission	January 2018 thru April 2018
Schematic Design	February 2018 thru April 2018
Design Development	May 2018 thru July 2018
OHCS Awards Announced	July 2018
Construction Documents	August 2018 thru October 2018
Permit submittal	October 2018
Receive Permits	January 2019
Start Construction	March 2019
Substantial Completion	June 2020
100% Initial Occupancy of Residential Units	September 2020

**Note:** *This is an estimated schedule for the Design portion of the project and is subject to change.*

**1.6. Project Team:** The following team members have been selected for the Project:

**Development Consultant** – Housing Development Center

Housing Development Center (HDC) is a nonprofit development consultant and technical services provider. CCHC has partnered with HDC to provide project management services for the Hood River Community Housing Project. HDC's role includes both financial and construction project management through project closeout. Over the past 24 years, HDC has partnered with area Community Development Corporations and Service Agencies to develop or preserve nearly 4,500 units of affordable housing with over 800 units in different stages of planning and development.

For further information about HDC, please go to: [www.housingdevelopmentcenter.org](http://www.housingdevelopmentcenter.org)

**2. Scope of Work**

**2.1. Overview of Required Services:** The Contractor will advise the Sponsor and the development team throughout completion of the design process and will coordinate and manage the construction process as a member of the development team. The Contractor must be skilled in developing schedules, preparing construction cost estimates at the schematic, design development and construction document stages, performing value engineering, analyzing alternative designs, costs and constructability issues, studying labor conditions, understanding construction methods and techniques, and coordinating and communicating these activities throughout the design and construction phases to all members of the development team. In addition, the Contractor shall be familiar with the local labor and subcontracting market.

**2.2. Pre-Construction Services:** During the Pre-Construction Phase, the Contractor will work with the development team to analyze the design and recommend modifications for improving constructability and saving construction time and cost. It is anticipated that the Contractor will join the development team at the beginning of the design development phase.

2.2.1. The Contractor will review the design and construction documents for constructability and prepare a formal list of comments to be reviewed and coordinated with Sponsor and the development team. The sequence of construction and efficient use of construction materials and labor will be considered. The Contractor will enlist subcontractor participation to determine material lead times and tolerances. The Contractor will review and provide advice on the architect's design documents for completeness, adequate detailing, compliance with program and master plan requirements and adherence to codes or applicable agency requirements.

2.2.2. A problem resolution procedure with clear responsibility assignments must be developed by the development team. Review of documents by the Contractor as they evolve is a highly valuable means of detecting design errors. Since the Contractor will be reviewing the documents for constructability, conformance with the estimate, and readiness for bid packaging, design errors and/or omissions should also be caught during these reviews

**2.3. Scheduling:** The development team, led by architect, will produce an initial scope of work which will include a preliminary design and construction schedule. This schedule will show each of the programming and design phases, identify critical milestone dates, and note what decisions are needed to be made by the Sponsor. The Contractor will work closely with the development team to finalize the schedule to show activities necessary to complete all aspects of the design requirements and all construction activities through the issuance of a final certificate of occupancy. The Contractor will work with its subcontractors to determine long lead items and critical path tasks for completion of the Project in the allotted time frame. The Contractor will implement a computerized, cost-loaded scheduling system for use during the pre-construction and construction phases.

**2.4. Cost Estimating:** At a minimum, the Contractor will provide full project cost estimates at:

- 2.4.1.1. Conceptual Design Completion
- 2.4.1.2. At 100% Completion of Schematic Design
- 2.4.1.3. 50% Completion of the Design development phase
- 2.4.1.4. 100% Completion of Design development phase
- 2.4.1.5. 50% of completion of completion of the Construction documents

The Contractor will provide a preliminary summary estimate based on the conceptual project plans that will be submitted with the OHCS NOFA. The Contractor will provide recommendations to the development team for containing costs within the project budget, value engineering recommendations and periodic updates to the cost estimate throughout the pre-construction phase. The Contractor will solicit input from major subcontractors to verify the Contractor's estimates for major building systems, and will establish budget line items for portions of work for which the design is not complete.

**2.5. Bidding and Contract Negotiation:** The Contractor will establish and implement a process to solicit competitive subcontractor bids for all of the work in conformance with Sponsor requirements. The bid process will be designed to:

2.5.1. Encourage maximum participation by minority and women owned and disadvantaged business enterprises, local contractors, subcontractors, vendors and labor resources. The use of public funds in the construction of this project requires the selected Contractor to comply with the participation goals. The Sponsor will be complying with OHCS's equity contracting requirements and the Contractor will be expected to support those efforts.

**2.6. Construction Period:** The Contractor will complete the work according to the construction documents. The schedule for the Project will be guaranteed by the contract between the Sponsor and the Contractor. The contract and/or subcontracts will contain liquidated damages provisions, in the event of late completion.

**2.7. Sustainability:** The Contractor will participate and support effort to achieve LEED Gold or an equal rating under the Earth Advantage Program. This includes all meetings, documentation, and coordination necessary for certification.

**2.8. Waste Management:** The Contractor shall be required to document and track construction waste management, recycled content and reuse of materials, origin of materials, and types and cost of materials.

**2.9. Project Close-Out:** The Contractor will maintain all relevant project archive records on behalf of the Sponsor including but not limited to, as-built drawings, specifications, submittals, inspection reports and related information. Upon completion of construction, the Contractor will provide project record drawings, field order and change order records, technical submittals, testing and inspection reports and operating manuals. The Contractor's submittals will be assembled in an organized fashion and turned over to the appropriate Sponsor representative. Where commissioning requires operating performance of the completed facility to specified levels, these shall be measured and documented with Sponsor and appropriate development team members present. The Contractor will prepare a maintenance manual that outlines the owner's responsibilities to ensure that the warranty remains valid. The Maintenance Manual is an invaluable asset to the property's maintenance

personnel and will assist in development of a preventive maintenance program. It is also an opportunity to clarify manufacturer and vendor warranty provisions as well as the Contractor's responsibilities. Contractor will participate in one-year warranty walk through with Sponsor and architect.

### **3. Contract, Fee and Bonding**

**3.1. Contract Form:** It is anticipated that the contract form that will be used will be **AIA Forms A101 and A201-2007**. Final form of contract is subject to review and approval by all project funders and lender.

**3.2. Fee:** Initially, the selected Contractor will perform pre-construction services for a negotiated amount. Upon approval of a final scope of work, services and funding, the Sponsor will contract with a Contractor to complete Project construction for a fixed price.

**3.3. Bonding Requirements:** It is anticipated that both Payment and Performance Bonds will be required by Project funders. The Contractor must have sufficient bonding capacity to cover the full hard cost of the project.

**4. Insurance:** The Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of or failure to perform the work hereunder by the Contractor, its agents, representatives, employees, or sub-contractors.

**4.1. Minimum Scope of Insurance.** Coverage shall be at least as broad as:

4.1.1. Insurance Services Office Commercial General Liability coverage (*occurrence form CG 0 01 10 01*).

4.1.2. Insurance Services Office Additional Insured form (*CG 20 37 or CG 20 26*).

4.1.3. Workers' Compensation insurance as required by state law and Employer's Liability Insurance.

**4.1.4. Minimum Limits of Insurance.** Contractor shall maintain limits no less than:

4.1.4.1. General Liability: \$1,000,000 per occurrence for Bodily Injury, Personal Injury, and Property Damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the project/location or the general aggregate limit shall be twice the required occurrence limit.

4.1.4.2. Workers' Compensation (*statutory*) and Employer's Liability: \$1,000,000 per accident for Bodily Injury or Disease.

4.1.4.3. The Contractor shall carry Contractor's Pollution Liability insurance to cover the pollution exposures. The Sponsor or its designee shall be named as Additional Insured on the policy.

4.1.4.4. These limits can be attained by individual policies or by combining primary and umbrella policies.

**4.1.5. Deductibles and Self-insured Retentions.** Any deductibles or self-insured retentions must be declared to and approved by the Sponsor or its designee. At the option of the Sponsor or its designee, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Sponsor or its designee, its officers, officials, employees, volunteers and partners, or the Contractor shall provide a financial

guarantee satisfactory to the Sponsor or its designee guaranteeing payment of losses and related investigations, claim administration and defense expenses.

**4.1.6. Other Insurance Provisions.** The General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

4.1.6.1. The Sponsor or its designee, its officers, officials, employees, volunteers, and partners are to be covered as additional insured with respect to liability on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations and with respect to liability arising out of work or operations performed by the Contractor; or arising out of automobiles owned, leased, hired, or borrowed by or on behalf of the Contractor. General Liability coverage can be provided in the form of an appropriate endorsement to the Contractor's insurance or as a separate Owner's policy.

4.1.6.2. For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the Sponsor or its designee, its officers, officials, employees, volunteers, and partners. Any insurance or self-insurance maintained by any Partner, or the Sponsor or its designee, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance.

4.1.6.3. Each insurance policy required by these specifications shall be endorsed to state that coverage shall not be cancelled or materially changed, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the Sponsor or its designee.

4.1.6.4. Maintenance of the proper insurance for the duration of the contract is a material element of the contract. Material changes in the required coverage or cancellation of the coverage shall constitute a material breach of the contract by the Contractor.

4.1.6.5. Builder's Risk policies shall provide that the Sponsor or its designee shall be named as a loss payee and that the insurer shall waive all rights of subrogation against the property Sponsor or its designee, its officers, officials, employees, volunteers, and any partner or member of the property Sponsor or its designee.

**4.1.7. Acceptability of Insurers.** Insurance is to be placed with insurers with a current A. M. Best's rating of no less than B+:VI. Bidders must provide written verification of their insurer's rating.

**4.1.8. Verification of Coverage.** Contractor shall furnish the Sponsor or its designee with original certificates and amendatory endorsements effecting coverage required by these specifications. The endorsements should conform fully to the requirements. All certificates and endorsements are to be received and approved by the Sponsor or its designee in sufficient time before work commences to permit Contractor to remedy any deficiencies. The Sponsor or its designee reserves the right to require complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

**4.1.9. Sub-contractors.** Use of sub-contractors must be pre-approved by the Sponsor or its designee. Contractor shall include all sub-contractors as insureds under its policies or shall furnish separate insurance certificates and endorsements for each sub-contractor in a manner and in such time as to permit the Sponsor or its designee to approve them before sub-contractors' work begins. All coverages for sub-contractors shall be subject to all the requirements stated herein.



- 4.1.9.1. If a sub-contractor will be hired to perform hazardous material remediation, that sub-contractor will name the Sponsor or its designee, its officers, officials, employees, volunteers, and partners as Additional Insureds on its General Liability insurance policy by endorsement. Such policy will provide coverage for the hazardous material work and other hazardous material operations.
- 4.1.9.2. The Contractor's Commercial General Liability insurance should not include CG 2294 or CG 2295 as these endorsements will eliminate the Contractor's insurance coverage for its work where the damaged work or the work out of which the damage arises was performed by a sub-contractor.
- 4.1.9.3. Notwithstanding this provision, Contractor shall indemnify the Sponsor or its designee for any claims resulting from the performance or non-performance of the Contractor's sub-contractors and/or their failure to be properly insured.
- 4.1.9.4. The Contractor must carry insurance in the minimum amounts of \$2,000,000 comprehensive general liability, \$1,000,000 comprehensive automobile liability, workers compensation as prescribed by law, and replacement value property coverage for contract work at the site and for materials stored off site. Performance and Payment Bonds in the amount of the construction contract will be required by the investors.

**5. Qualification Submittal Requirements** The response to the Request for Qualifications should contain the required elements as outlined below.

**5.1. General Requirements.** Indicate in the proposal that:

- 5.1.1. The work to be performed will meet any standards set forth in this request for qualifications and any other applicable professional standards.
- 5.1.2. The work to be performed will comply with and meet with the requirements of all applicable federal, state and local laws, rules and regulations.
- 5.1.3. That the company and the person or persons performing the work will meet all applicable licensure requirements including without limitation a license from the State of Oregon Construction Contractors Board.
- 5.1.4. That the work will be performed in a good and workmanlike manner.
- 5.1.5. **Firm Qualifications:** Include firm qualifications to perform the services outlined in the Request for Qualifications including number of years the organization has been in existence, background of principal owners of firm, and at least 5 examples of similar projects in type, budget and scale. Provide information about the firm's bonding capacity.
- 5.1.6. **Experience of Key Personnel:** Provide resumes of key staff that would be involved in the Project. Include their role and years of experience on similar projects.
- 5.1.7. **Fees and Costs:** Initially, the selected Contractor will perform pre-construction services for a negotiated amount. Upon approval of a final scope of work, services and funding, the Sponsor will contract with a Contractor to complete Project construction for a fixed price. The submission shall include a statement indicating that the proposers have read and agree to this arrangement.

5.1.8. **Principal Contact:** Provide name, resume, and professional designations of primary person performing services. Indicate that professional designation of the person primarily responsible for performing the services.

5.1.9. **Provide References from 3 Sponsor/Owners on projects of similar size.**

5.1.10. **Assignment:** Indicate in the proposal whether the rights, title and interest in and to the services to be provided may be assigned without consideration. If consideration is required, indicate amount of consideration required for an assignment.

5.1.11. **Use of Work Product:** Confirm in the proposal that the Sponsor, or any professional involved in the development and construction process, or anyone involved in providing financing to the Project, may reproduce the plans, reports or other work product to be provided without modifications and distribute copies without incurring obligation for additional compensation.

**6. Selection Process and Schedule:** Qualifications are to be submitted to HDC and will be reviewed by a selection committee established by the Sponsor. Qualified respondents will be those able to demonstrate through their submittal that they have the experience and capability to construct the Project in accordance with the evaluation contained in this Request for Qualifications. Based on its review of the submitted qualifications, the selection committee will invite up to three qualified respondents to an interview to further discuss their submittals and qualifications. The responding party demonstrating the best combination of technical experience with buildings of this nature, capability, and economical fee structure for a complete scope of work will be selected as the General Contractor to enter into negotiations with the Sponsor. The estimated schedule for selection is as follows:

**6.1. Request for Qualifications issued:** July 26<sup>th</sup>, 2017

**6.2. Pre-proposal Meeting - Optional:** Friday, July 28<sup>th</sup>, 2017 at 11:30AM, Columbia Area Transit Offices 224 Wasco Loop, Hood River, OR.

**6.3. Questions / clarifications to HDC:** August 2<sup>nd</sup>, 2017 at 5:00 PM

**6.4. HDC issues response to questions / clarifications:** August 4<sup>th</sup>, 2017 by 5:00 PM

**6.5. RFQ responses due:** Thursday, August 10<sup>th</sup>, 2017 by 1:00 PM

**7. Form of the Proposal Submission:**

**7.1.** Please submit one (1) copy of your proposal electronically in PDF format.

**7.2.** The response shall be no more than 20 pages in length

**7.3. Submit your proposal to:**

Jennifer Sharp  
Housing Development Center  
[jennifer@housingdevelopmentcenter.org](mailto:jennifer@housingdevelopmentcenter.org)

## 8. Scoring Criteria

Qualifications will be scored based on the following basis:

60 Points	Experience with comparable multi-family affordable housing projects as demonstrated by examples of 5 similar project recently completed.
20 Points	Summary of the team's approach, for the specific project including an overview of staffing, which clearly demonstrates the ability to complete and deliver the project per the proposed project schedule.
10 Points	Demonstrated experience with LEED Gold level certification or Earth Advantage equivalent. Provide examples of completed projects of similar size which achieved either of these certifications.
10 Points	References from 3 Sponsor/Owners
<b>100 Points</b>	<b>TOTAL</b>

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## 9. Attachment

9.1. Attached to this memo, please find the following documents for your reference:

9.1.1.1. Site Map

## 10. Questions/Clarifications

10.1. Questions or requests for clarification should be sent to [jennifer@housingdevelopmentcenter.org](mailto:jennifer@housingdevelopmentcenter.org) or Questions need to be submitted no later than 5:00 PM, August 4<sup>th</sup>, 2017 and final responses will be distributed electronically by 5:00 PM, August 7<sup>th</sup>

11. **Sponsor's Rights.** The following shall apply to any qualifications submitted in response to this Request for Qualifications:

11.1. Issuance of this Request For Qualifications and receipt of qualifications by Columbia Cascade Housing Corporation does not commit Columbia Cascade Housing Corporation to have to enter into an agreement or award a contract. Columbia Cascade Housing Corporation reserves the right to accept or reject any or all qualifications received, and to waive any or all informalities in the process as they deem in the best interest of the Project and Columbia Cascade Housing Corporation.

11.2. Neither the resultant agreement nor any of the requirements, rights, or privileges demanded by it may be assigned or transferred without the express written consent of the Sponsor. The Sponsor reserves the right to obtain clarification of any point in a qualifications or request additional information necessary to properly evaluate a particular qualification. Failure of a respondent to provide requested additional information or clarification may result in the rejection of the qualification.

# HOOD RIVER COMMUNITY HOUSING

Site Map



B4

State Frontiers Rd

Lot 700  
5.07  
Ac.

Approximate  
Boundary of Current  
Parcel

Wasco Loop

Wasco St & N 20th St

N 18th St

18th St