



Request for Quotes

Envelope Consultant – Ollie Court

Quotes Due

Wednesday, August 23, 2023 at 5:00 p.m.

Contract Administrator

Matt Salazar

PH: (541) 682-2528

Email: msalazar@homesforgood.org



100 West 13th Avenue, Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411

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BASIC OVERVIEW

RFP Release Date	8/24/2023
Submission Due Date & Time	9/7/2023 – 5:00 pm
Evaluation Date	9/8/2023 – 9/14/2023
Selection of Firm	9/15/2023
Submission Methods	Email msalazar@homesforgood.org
Agency Contact	Matt Salazar msalazar@homesforgood.org (541)682-2528

Homes for Good Housing Agency (Agency), the Housing Authority for Lane County Oregon, requests quotes for an envelope consultant for Ollie Court, a new affordable housing development to be located at approximately 1520 W. 13th Avenue in Eugene, Oregon. As of July 2023, Homes for Good has been awarded project funding from Oregon Housing and Community Services. We would like to have the envelope consultant on board by October 1st so we can begin collaboration with the Architect.

Ollie Court will consist of two four-story, uniquely formed buildings that anchor the northwest and southeast corners of the site. The project consists of a mix of 15 one-bedroom, 50 two-bedroom, and 16 three-bedroom units with a community room on the ground floor of one approximately 49,000 square foot building and commercial space on the other approximately 62,000 square foot building. The commercial space is designed specifically to house an early learning center for up to 80 children. The structures are each four stories of wood frame construction with slab-on-grade. The roofing assembly includes a low slope single-ply membrane system. The selected firm may be called upon to assist with the selection of cladding systems in the event that value engineering is required. Construction is anticipated to begin the first week of July 2024 and will be complete in September of 2025.

PIVOT Architecture is the project's Architect. Chambers Construction is the Construction Manager/General Contractor.



HOMES FOR GOOD OVERVIEW

WHO WE ARE...

Homes for Good is Lane County's housing agency and our primary work is to help low-income residents with the logistics of affordable housing. At a higher level, we are neighbors united to get every Lane County resident who needs help, into a home.

WHAT WE DO...

- ❖ Rental Assistance Vouchers
- ❖ Help veterans, seniors and people with disabilities find and secure affordable housing
- ❖ Match low-income residents with public and assisted housing units
- ❖ Partner with other community organizations and non-profits to build, finance and develop affordable housing
- ❖ Connect residents with self-sufficiency programs and wellness supports
- ❖ Work with the low-income community to provide help with weatherization improvements that lower utility bills and keep homes more comfortable
- ❖ Raise awareness about the need for low-income and affordable housing in Lane County

AFFORDABLE HOUSING ADVOCATES...

We work to raise awareness about the need for – and lack of – affordable housing here in Lane County and more broadly. There is no question that the need for affordable housing will only grow as our population increases and high demand for housing pushes rents and prices up. We believe every person should have a home and that we must proactively and aggressively work toward that goal for the good of our community, state and nation.

DIVERSITY EQUITY AND INCLUSION

Our goal is to address racial disparities within our organization in our hiring and promotion practices, greater opportunities in contracting and equitable services available to the people we serve. We want to establish Equity as part of our DNA as an organization.



Scope of Work

Homes for Good Housing Agency is seeking quotes from qualified professional Envelope Consultant for Ollie Court, a new affordable housing development to be located at approximately 1520 W. 13th Avenue in Eugene, Oregon.

On behalf of owner, Consultant will provide peer review of PIVOT's design documents and assist with construction phase consulting services as related to the building enclosure systems. The services need to include the following systems:

- Roofing
 - Low Sloped Single-Ply, PVC
 - Roof-Mounted Solar PV Array
 - Mechanical Unit Curbs
- Building Façade and Cladding Systems
 - Brick Veneer and Metal Panels
 - Sealants/ Caulking/ Joints
 - Air Barrier / Weather Resistive Barrier
 - Air Barrier System and Compliance with Oregon Code and Earth Advantage
 - Entrance Canopies and Connections Points
- Glazing and Fenestrations Integrations into the Exterior Façade
 - Punched Windows, Vinyl or Fiberglass Windows
 - Storefront Entry Systems
- Foundation Waterproofing
- Slab on Grade

Scope of Work:

A. Peer Review Consulting Services:

1. Perform one (1) peer review of PIVOT's details and specifications for the above-described building envelope and waterproofing systems. Homes For Good or PIVOT will provide review drawings two (2) weeks prior to the scheduled report review meeting. Peer Review report to include:
 - a) Review of plans and details for general conformance with material manufacturers' requirements and industry standards.
 - b) Review of project design for general conformance to the project team's design and materials selection decisions.
 - c) Flags identifying where additional construction details may be required to adequately depict the design intent.
 - d) Review of construction specifications for conformance with manufacturers' requirements and industry standards.



2. Meet with PIVOT, Chambers Construction, and/or Homes for Good on one (1) occasion via teleconference or virtual meeting to review and discuss our peer review reports and project development. Quote should assume up to four (4) hours for this meeting, including preparation and follow-up.
- B. Construction Phase Consulting Services:
1. Assist with review of shop drawings and submittals for Building Enclosure and provide written comments for each review.
 2. Attend at least two (2) onsite pre-construction meetings to assist the project team in providing answers to technical questions regarding the building enclosure (window and wall mock-up, roof pre-construction).
 3. Assist the project team by providing answers to contractor Requests for Information (RFIs) relating to the building enclosure. If requested, provide suggested field directives or recommended supplemental instructions to clarify the intent of building envelope design.
 4. Provide recommendations regarding necessity and scope of window testing.
 5. Perform periodic site observations of the building envelope systems construction and provide a field report of observations and concerns. For this quote, assume the following:
 - a) Conduct at least six (6) site visits to visually assess and observe the construction of building enclosure systems described (this may be combined with the two pre-construction meetings). This also includes a site visit for window testing.
 - b) Observations will be documented with field notes, sketches and digital photographs which will be the basis for each report.
 - c) Include four (4) hours onsite for observations, appropriate travel time, and time to prepare a report for each visit.
- C. Additional site visits, if required, to be provided on a time and expense basis.



Instructions

Quote Submittal and Due Date

Interested, qualified consultants shall provide one (1) electronic version (.pdf format,) of consultant's quote via email.

Quotes shall be submitted by 5:00 p.m. on September 7, 2023 to:

Matt Salazar, Project Developer
Homes for Good Housing Agency
100 W 13th Avenue
Eugene, OR 97401
Email: msalazar@homesforgood.org
Phone: (541)682-2528

Questions concerning this RFQ and requests for clarifications should be submitted to the same.

Quote Contents

Quotes should be prepared in generally the following format and shall include, at a minimum, the following items:

1. The name of the person(s) authorized to represent the consultant in negotiating and signing any agreement which may result from the Quote.
2. Qualifications:
 - i) Name and qualifications of the individual who will serve as the Consultant's primary contact.
 - ii) The names of professional persons who will assist the Consultant in performing the work and a current résumé for each, including a description of qualifications, skills, and responsibilities.
3. Proof of Insurance of \$2 million commercial general liability insurance, \$2 million professional errors and omissions insurance, and \$2 million comprehensive and automobile liability insurance. Proof of coverage by Workers' Compensation Insurance or exemption.
4. A list of at least three references from clients of similar size for whom similar services have recently been provided. (For all references, please include names, phone numbers, and description of work performed.)
5. A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any subconsultants.
6. Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status, or other protected class, and has a drug-free workplace policy.



Reservation Of Rights

Agency reserves the right to:

1. Reject any Quote not in compliance with all prescribed public contracting procedures and requirements and other applicable laws.
 2. Reject for good cause any and all Consultants upon finding that it is in the public interest to do so.
 3. Reject any Consultant or Quote not meeting or differing from the specifications set forth herein.
 4. Waive any and all minor irregularities or informality in the Consultant submitted when, in the opinion of Agency, it is in its best interest to do so.
 5. Consider the competency and responsibility of Consultants in making any awards.
 6. Reject a selected Consultant if within a reasonable time determined solely at the discretion of the Agency, Consultant has not executed the project contract.
 7. Hold the three Quotes determined best by Agency under consideration until the final award is made, provided that the Agency shall award the contract within 90 days after the Quote opening date.
 8. Extend the deadline for submitting Quotes.
 9. Award this contract to more than one firm if it is determined a demand exists.
 10. Seek other quotes, if deemed in the public interest.
- ❖ Submittal of a Quote indicates Consultant's intent to be bound to the Agreement attached as Exhibit A.
 - ❖ All Qualified contractors, all Minority Business Enterprises and Section 3 businesses are encouraged to participate in this solicitation.

See forms for any additional instructions.



Submission Requirements

Your response to the Request for Quote must contain all the information requested along with acknowledgment of all attachments. A completeness check will be conducted for each submission. Incomplete submissions will not be accepted. Submissions should include the items organized and numbered to correspond to each requirement below:

General

Quotes will be clear and concise. Homes for Good encourages green options and discourages the use of materials that cannot be recycled such as PVC and spiral binders, plastic or glossy covers and dividers. Further, Homes for Good requires consultants to print on both sides of a sheet of paper whenever possible.

Additional Services

If it should become necessary for Homes for Good to request the organization to render additional services to either supplement the services requested in the RFP or to perform additional work, then such additional work shall be performed only if set forth in an addendum to an engagement letter between Homes for Good and the organization. Any such additional work agreed to between Homes for Good and the firm shall be performed at the same rates set forth in the fee Quote. Submit an hourly fee and per-site visit estimate for additional services.

Qualifications

Include a detailed statement of qualifications for the organization. This should include organizational history, clients presently served and capacity to complete the scope at Ollie Court.

Resumes

Include a resume for all consultants and personnel that will be included in the project.

Approach

Submitted quotes should set forth a work plan and methodology for completing the requested services.

Fee Quote

Please provide a maximum not to exceed amount.

Diversity Equity & Inclusion (DEI)

The Quote should include the firm's DEI strategies. This section will be evaluated on firm's commitment to engaging diverse populations particularly those facing disparities. Maximum score will be given to firm's that have formally adopted Diversity, Equity, and Inclusion strategies and MWESB strategies. The following information should include:

- ❖ Describe your organization's DEI strategies to removing barriers and creating opportunities for populations facing disparities in order to maximize workforce diversity.



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- ❖ Your organization's plan for maximizing Minority and Women Owned, and Emerging Small Businesses (MWESB) participation and Section 3 participation.
- ❖ Homes for Good is striving for a 20% MWESB contractor/vendor utilization rate on the proposed project. Please describe your organization's MWESB and Section 3 utilization rate on recent projects.

Certifications & Representations of Offerors

Offerors should read and complete (as appropriate) all attached documents listed and linked below.



Expectations & Timeline

Additional Work

During the awarded Agreement period, Homes for Good may request additional work and the Consultant will be asked to provide a cost for that work. This Agency may or may not authorize such additional work to the awarded consultant and reserves the right to use another consultant. Please provide an hourly billing price for additional site visits that may be needed beyond the above scope.

Insurance Coverage Requirements

At signing of the Agreement, the awarded Consultant is required to provide the Agency with Certificates of Insurance showing the following Insurance is in force and will insure all operations under the Agreement. Consultant shall not cancel, materially change, or not renew insurance coverages during the period of the Agreement. Any insurance bearing any adequacy of performance shall be maintained after completion of the Agreement for the full warrant/guarantee period.

Nothing contained in the insurance requirements is to be construed as limiting the extent of the Consultant's responsibility for payment of damages resulting from the Consultant's operation under an Agreement with Homes for Good.

Consultant's General Liability

- ❖ **Workers' Compensation:** In accordance with State Law, Consultant, its subcontractor, and all employers working under the Agreement are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, or otherwise be exempt under ORS 656.126.
- ❖ **Automobile Liability:** For owned and non-owned motor vehicles used on the site or in connections therewith for a combined single limit for bodily injury and property damage of not less than \$500,000 per occurrence.
- ❖ **Commercial General Liability & Professional Liability:** The minimum limit of liability shall be \$2,000,000 per occurrence written, with a combined single limit for bodily injury and property damage.

Consultant's General Liability policy shall name the Agency as Additional Insured for this project, with an attached Endorsement Page, showing the additional insured as:

[Homes for Good Housing Agency
100 West 13th Avenue
Eugene, OR 97401]

Payment

Agency will review Consultant's invoice and within ten (10) days of receipt notify Consultant in writing if there is a disagreement or dispute. If there are no such disputes, Agency shall pay the invoice amount in full within (30) days of invoice send date.



Timeline:

It is important that the selected consultant be capable of responding to the Agency's needs in a timely manner, complete projects on time, and be an efficient resource for the Agency. The consultant's Quote should address their approach to ensuring that the Agency's needs will be met by their firm.

False or Misleading Statements

If the Agency determines, at any time, that a submitted quote contains false or misleading statements, references, or any other matter which does not support a function, attribute, capability, or condition as stated by the firm or firms submitting, the submittal shall be rejected, regardless of the status or the phase of the selection process.

Award of Agreement

Promptly upon making a final award determination, the City will proceed to finalize the attached Agreement with the top ranked firm. Any exception to the form Agreement must be noted in the RFQ response.

It is anticipated that the attached Agreement will be awarded to the selected consultant by September 15, 2023.