



Dear Proposer:

Harvest Homes Apartments LLC (HHA) is soliciting written proposals from qualified Architectural firms or individuals to develop Architectural drawings for a multi-family rental project. As a Request for Proposal (RFP) this is an invitation to bid and although price is especially important other factors will be taken into consideration.

The project scope, content of proposal, and vendor selection process are summarized in the RFP (attached). **Proposals must be received no later than 3:00 pm, on Monday, April 26, 2021**. All responses must be emailed and have "**Harvest Homes II**" clearly marked in the reference line. Additionally, please submit one (1) original bound copy, two (2) unbound copies and one (1) flash drive of the proposal as follows:

Mail or Hand Deliver To:
CP2 LLC – Real Estate Solution
1136 S Delano Ct., B201
Chicago, IL 60605

Proposals will not be accepted after the date and time stated above. Incomplete proposal or proposals that do not conform to the requirements specified herein will not be considered. The act of submitting a proposal is a declaration that the proposer has read the RFP and understands all the requirements and conditions.

For questions concerning the anticipated work, or scope of the project, please contact Kim Jackson, via email at kjackson@cp2re.com no later than Thursday, April 2, 2021. You can call 312.819.6890 to present your questions. Answers to questions will not be provided by telephone. All answers will be provided in an email.

I. Background

Harvest Home Apartments LLC is a partnership between People's Community Development Association of Chicago (PCDAC) and NHP Foundation headquartered New York, NY. PCDAC, an affiliate of the People's Church of the Harvest Church of God in Christ, fulfills community and economic developments and is a pillar in the East Garfield Park community. PCDAC was created in 1999 as a 501(c) (3) not-for-profit organization. Its programs are threefold: job training and placement, youth services for at-risk children, and affordable housing. In 2015, PCDAC joined forces with The NHPF to expand its affordable housing mission which created Harvest Homes Apartments in the East Garfield Park Community. Harvest Homes is a 36-unit, Low Income Housing Tax Credit project that provides quality affordable housing to families at or below 60% of area median income.

NHPF is headquartered in New York City with offices in Washington, D.C., and Chicago, IL., The NHP Foundation (NHPF) was launched on January 30, 1989, as a publicly supported 501(c)(3) not-for-profit real estate corporation. NHPF is dedicated to preserving and creating sustainable, service-enriched multifamily housing that is both affordable to low- and moderate-income families and seniors, and beneficial to their communities. NHPF also provides a robust resident services program to nearly 18,000 community residents. Through partnerships with major financial institutions, the public sector, faith-based initiatives, and other not-for-profit organizations, NHPF has 59 properties, including 9,100 units, in 16 states and the District of Columbia. This successful partnership is working to ensure there are housing opportunities for everyone.

II. SCOPE OF SERVICES

HHA is seeking to award a contract with an architectural firm to development Harvest Homes II Apartments and incorporate an in-fill homeownership (townhouse) component. This commitment is a phased process.

Selected firm is expected to deliver drawings in a phased approach.

- Conceptual/Schematic Design Phase (Phase I) Refine program, space needs and project scope. This phase will involve meetings with stakeholders, key leaders, community members and local governmental officials for program development / refinement.
- Design Development Phase (Phase II) After approval and acceptance of the end product from Phase II by the developer, local governmental officials, the firm will work to create detailed plans for building elevations, material selections, mechanical, plumbing, electrical / control systems and final design. Revisions of the plan may be needed as the project is developed during this planning stage. The firm shall provide energy modeling for mechanical and other building systems under consideration. The firm will then prepare a final design plan based on the input received from the city and any applicable governmental agencies responsible for project approvals.

- Construction Documents (Phase III) After approval and acceptance of the product from Phase III by the developer, the firm will create detailed construction and specification documents for bidding purposes. The final construction documents shall include as a minimum: Site Plan, Landscaping Plan, Storm water Management Plan, Roof Plan, Drainage Plan, Floor Plan(s), Exterior Elevations, Building Sections, Foundation Plan, Framing Plan(s), Details, Plumbing Isometrics, Door /Window / Room finish / Header / Plumbing / Electrical schedule, HVAC Plans, Electrical Plans, Submittal Worksheets and the project manual including specifications in the City of Chicago permit ready format. The firm is expected to submit drawings, process for permit.

Design Guidelines

The Partners will require the firm to integrate city of Chicago Green standards design into the project. The Partners may consider pursuing LEED or other sustainability program/certification. The project must complement the exhibiting housing stock of the area. However, it should not mirror another project in the city. The firm shall create a design that will not require an elevator. The unit count of 32-45 units with a blend of 1,2,3-bedroom units is being considered. Many of the units shall be 2 bedrooms. The project shall include a multi-purpose space, property management and maintenance office and supply room. Integration of new innovative products is welcome. This project budget is projected in the \$200 - \$220 per square foot range.

The single-family, fee simple, townhome infill units should complement the exterior design of the multifamily. The unit should include 1400 Sq. Ft. livable space, 3 br., 2.5 baths and detached 2 car garage. The project budget is projected in the \$175 – \$185 per square foot range.

Proposal Inclusion

Respondents to this RFP shall include the following minimum information in their proposal:

- General qualifications: describe the general qualifications of the firm.
- Special qualifications: describe any special or unique qualifications of Architect(s) as they relate to this project including, but not limited to, sustainable/green building design and affordable housing designs.
- Staff qualifications: submit resumes showing relevant experience of key personnel to be assigned to this project. Specify the role of each key staff member in the project.
- Previous experience: provide a list of clients, including name, address, contact person and telephone number for whom similar or related design services that have been provided within the last five (5) years. Include a short description of the project(s), the name of the project manager(s), and other staff members that were assigned and their role(s) in the project.
- Include a 2-D schematic design example for the described design guidelines scope of work that includes existing street scape and exterior physical attribute of the proposed structures.
- Describe how the firm will organize and perform the work described in the Scope of Services section.
- List the names of any sub-consultants that are intended to be used on the project and the specific services to be provided the sub-consultant(s).
- Describe the firm's understanding of the project and the planned approach to achieve the goals of the project.

- Describe the firm's Minority and Women Diversity Inclusion Participation Plan for the entire scope of the project.
- Describe sustainable or "green" design experience as well as experience working with Focus on Energy.
- Provide a fee proposal using the projected scope and projected budget. Fees shall include ALL meetings needed to successfully complete this project and ALL reimbursable costs other than plan/document printing, and construction phase.
- Special Design Concerns: Explain how your firm ensures compliance with the Americans with Disabilities Act (ADA) accessibility requirements. Provide examples. Describe how your firm incorporates energy savings and indoor air quality aspects of design into your work.
- Architectural/Engineering Services: Provide information on your current workload and how you would accommodate this project. Also include the process you would follow from start to end of our engagement. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value, such as your methods of consensus building, maintaining schedule, and resolving and avoiding problems.
- Construction Costs: Describe your schedule/cost control methods you use and how you establish cost estimates. List the steps in your standard change order procedure.
- Legal Concerns: Explain the circumstances and outcome of any legal matters involving you and a client and/or housing agency/advocacy group.