



**Request For Qualifications**

**MASTER PLANNING AND DEVELOPER SERVICES  
FOR LINCOLN PARK REDEVELOPMENT**

RFQ Issued: October 6, 2011

Site Meeting: October 20, 2011 at 10:00AM EST

Proposal Deadline: November 21, 2011 at 2:00PM EST

**Issued by**

Hampton Redevelopment and Housing Authority  
RFQ Item Number: RFQ20111006

**Site Meeting Information:**

HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY  
LINCOLN PARK HIGH RISE – COMMUNITY ROOM  
1135 LASALLE AVE  
HAMPTON, VA 23669

**For Information Contact:**

PHILIP PAGE, JR.  
HAMPTON REDEVELOPMENT AND HOUSING AUTHORITY  
COMMUNITY DEVELOPMENT DEPARTMENT  
1 S. ARMISTEAD AVE  
HAMPTON, VA 23669

## Request for Qualifications

### I. INTRODUCTION

Hampton Redevelopment and Housing Authority, hereinafter referred to as “HRHA,” a political subdivision of the Commonwealth of Virginia operating within the City of Hampton, is soliciting comprehensive statements of qualifications from firms interested to serve as the Master Planning and Development Partner for the redevelopment of the Lincoln Park Public Housing Development.

The purpose of this RFP is to solicit qualification so that HRHA may select from amongst a range of firms which best meets its needs and requirements. HRHA hereby requests qualifications from firms to provide master planning, tenant relocation, development and construction services and to assist in the preparation of regulatory and funding applications.

Upon selection by the HRHA of the most qualified firm, a contract with the selected firm will be negotiated to include the planning services and the regulatory and funding applications. The initial contract will include an option for a second contract to include relocation of tenants and development and construction in accordance with the outcome of the initial contract and subject to funding and regulatory approvals. In its best interests, the HRHA reserves the right to award separate contracts for the various phases of this redevelopment project.

### II. BACKGROUND

HRHA, a political subdivision of the Commonwealth of Virginia, was created under House Bill No. 324 on January 27, 1958, by the General Assembly of Virginia and is responsible for managing and maintaining public housing units, administering the Section 8 Housing Assistance Payments Program, and redeveloping blighted areas in the City of Hampton. HRHA owns and manages 549 units of public housing and administers 2,683 Housing Choice Vouchers in the city of Hampton. HRHA also manages 152 additional units of market rate, tax credit and project based Section 8 housing.

A total of 275 public housing units are located in the Lincoln Park (LP) development which is comprised of a single high rise building and several low rise buildings. The LP low rise buildings contain 163 units and the LP high rise has 112 units. Unit sizes range from one bedroom to five bedrooms. All buildings were built in 1968 on a single 19.5 acre site. The current average rent for all tenants at LP is \$168 per month. The current occupancy rate is 97%.

Due to the age of the LP structures, the lack of marketability of the project and the residential market potential of the area, HRHA desires to explore and implement redevelopment options for the site. The goal of this redevelopment project is to create a mixed income, predominantly residential development that is a contributor to the city of Hampton.

### III. SCOPE OF SERVICES

The firms responding to this RFQ must be capable of performing the below listed services and all such firms should state in their proposal specific details of their experience in providing such services.

1. Master Planning – Firm may be asked to work with existing staff and contract

architectural firm to design a master plan for the site and an aggressive timeline for implementation. Work will require interaction with HRHA, LP residents, HUD, city of Hampton and other stakeholders. Services may include charettes, public meetings, design renderings and models as well as preliminary research on available funding and regulatory options.

2. Regulatory Applications – Firm may be asked to research, prepare and submit demolition, disposition and relocation applications to HUD and other regulatory applications for voluntary conversion of public housing that include, but are not limited to, cost analysis, analysis of market value, analysis of rental market conditions, impact analysis and conversion implementation.
3. Funding Applications – Firm may also be asked to evaluate funding options that include, but are not limited to, Capital Fund Financing Program (CFFP), Public Housing Mortgage Program (PHMP), Operating Fund Financing Program (OFFP), Low Income Housing Tax Credits (LIHTC), Tax Exempt Bonds or any combination thereof.
4. Relocation of Tenants – Firm may be asked to coordinate HRHA responsibility for relocation of tenants in accordance with the Uniform Relocation Act (URA) and other related legislation. Responsibilities may include, but are not limited to, applications and requests for HUD approval, providing relocation advisory services to tenants, providing timely notices, coordinating moves and payment of moving expenses, suggesting comparable housing options for tenants, calculating and providing relocation assistance payments and maintaining records to document project compliance.
5. Development and Construction – Firm may be asked to develop site in preparation for construction in accordance with master planning recommendations and to assist in the selection of contractors and/or sales of property. Responsibilities may include coordination of surveys, environmental and other site studies, applying for and obtaining rezoning approval, and reviewing and evaluating building designs and construction documents.

## V. REQUIRED SUBMISSION / EVALUATION FACTORS

The proposal must be submitted in accordance with the specifications of this Request for Qualifications. The proposal should be on 8 ½" X 11" paper and include tabbed sections using the headings numbered below. Entire proposal should be bound so that documents can be separated and copied and should not exceed 30 pages. The deadline for receipt of the proposal is **2:00PM EST on Monday, November 21<sup>st</sup>, 2011**. A total of five (5) proposals, one original and four (4) copies must be mailed or delivered to the address below.

Hampton Redevelopment and Housing Authority  
Attn: Philip Page, Jr. (RFQ 20111006)  
1 S. Armistead Ave  
Hampton, VA 23669

Other information thought to be relevant, but not applicable to the categories below, may be provided but only as an appendix or addendum to the requested items. **Please do not submit unrelated promotional material or information that is of a boilerplate nature.** The proposal should be concise and to the point.

Point scores to be used in evaluating proposals below are included with their respective submission

section. Submission items that are mandatory do not have a point score. Sections to be included are:

1. Letter of Interest (5 Points)  
A letter of interest on your firm's letterhead referencing the RFP subject to which the firm is responding. The letter should state the respondent's understanding of the scope of services and the firm's ability to create and implement an aggressive plan of action as stated in the General Specifications; a statement that any and all addenda were received; a statement indicating why the firm believes it to be the best qualified to perform the work; and a statement that the proposal is a firm and irrevocable offer for 60 days. A representative of your firm authorized to make such statement and offers must sign this letter.
2. Qualifications of Principles (5 Points)  
A list, description, qualifications, and profiles of a firm's principles. Also include a list of key staff's professional and technical competence and experience who will be assigned to perform the work. Also include location of facilities or offices, number of years in business and number of employees.
3. Firm Experience (75 Points)  
For each phase listed below, include a narrative description of the firm's demonstrated ability in performing the related services and positive results derived from the completion past projects. Narrative should reference specific clients similar to HRHA and projects similar to the Lincoln Park development in size and unit count.  
  
In addition to the aforementioned narrative, also include a proposed timeline for each service below. For review purposes, the proposal timeline should assume that service will begin on March 1, 2012 and progress on an aggressive schedule so that the project will be completed as soon as possible. Please make separate representations for each item below as each of the five areas in this section will be scored separately.
  - a) Master Planning (15 Points)
  - b) Regulatory Applications (15 Points)
  - c) Funding Applications (15 Points)
  - d) Relocation of Tenants (15 Points)
  - e) Development and Construction (15 Points)
4. Section 3 (15 Points)  
Evidence of Section 3 business status as defined in the Housing and Urban Development Act of 1968.
5. Debarment (Mandatory, No Points)  
Certification that firm, and its designated agent(s), has not been debarred, suspended, or otherwise prohibited from practice.

6. Forms (Mandatory, No Points)  
Completion of Form HUD-5369-C, Certifications and Representations of Offerors, Non Construction Contract. Form is available at [www.hud.gov](http://www.hud.gov) or may be sent by request.
7. Insurance (Mandatory, No Points)  
Proof of insurance with an A-rated carrier showing a \$1,000,000 professional liability.

## **VI. SELECTION PROCESS**

HRHA will convene a review committee to evaluate proposals based on the factors listed in this RFQ. After an evaluation of the factors, HRHA will rank the responding firms. HRHA intends to negotiate with the top ranked firm(s). If an initial agreement cannot be reached, HRHA will then negotiate with the next highest ranked firm until an agreement can be reached.

HRHA reserves the right to conduct negotiations with one or more respondents if, in the sole opinion of the HRHA, that method will provide the greatest benefit to the HRHA.

## **VII. CONTRACT TERM AND SPECIFICATIONS**

The term of any contract negotiated as a part of the RFQ shall not exceed a duration of five (5) years.

The work to be performed under the contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3 shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assisted housing.

The parties to the contract agree to comply with HUD's regulations in 24 C.F.R Part 135, which implement Section 3. As evidenced by their execution of the contract, the parties to the contract certify that they are under no contractual or other impediment that would prevent them from complying with the Part 135 regulations.

The respondent may not transfer or assign any portion of the contract without prior written approval from the HRHA.

Firm must have insurance with an A-rated carrier showing a \$1,000,000 professional liability. At execution of contract, contractor shall provide a Certificate of Insurance naming HRHA as an additional insured as our interests appears with 60 days notice of cancellation.

## **VIII. CONTACT INFORMATION**

Questions concerning this RFQ shall be directed to Philip Page, Jr., Director of Development, and shall be sent, via email, to [development@hrha.org](mailto:development@hrha.org) or, if email is not available, to 757-727-1111. It shall be the responsibility of the sender to verify receipt of all transmissions. HRHA shall not be responsible for missed transmissions. All questions must be submitted **on or before Thursday, November 20<sup>th</sup>, 2011. A Site Meeting is planned for this date and attendance is strongly**

**encouraged.** Both the questions and answers will be shared with all parties that received the RFQ.

**IX. RFQ TERMS AND CONDITIONS**

HRHA reserves the right to reject any and all proposals submitted, to award portions of this contract in whole or in part, to not award contract, and to waive any informalities in the submission of proposals. HRHA does not discriminate against faith-based organizations or any person on the basis of race, color, genetic information, sex, religion, national origin, age, familial status, or handicap. If you have any questions or concerns regarding this policy, please contact the Equal Opportunity Officer at 757-727-6337.