COLORADO HOUSING AND FINANCE AUTHORITY

REQUEST FOR PROPOSAL (RFP)

COLORADO HOUSING AND FINANCE AUTHORITY
1981 BLAKE STREET
DENVER, CO 80202

REQUEST FOR PROPOSAL

Architectural and Space Planning Services

POSTED: July 6, 2015

PROPOSALS DUE: August 3, 2015

The Colorado Housing and Finance Authority (CHFA) is a body corporate and political subdivision of the State of Colorado, established by the Colorado General Assembly for the purpose of increasing the supply of decent, safe and sanitary housing for low and moderate income families; and to promote sound economic development by supporting business enterprises.

More information on CHFA may be found at the CHFA website, www.chfainfo.com.

Background

CHFA seeks to re-design its existing workspace for a variety of reasons, including improving efficiencies, modernizing the design to meet the needs of current and future employees, and to develop a workspace that is aligned with core organizational values such as collaboration, transparency, diversity and inclusion. CHFA is seeking experienced architectural and space planning professionals to assist in all aspects of planning, designing, and supervising the construction of approximately 72,000 square feet of office space. The expectation is that the project will commence in September, 2015 with the concept and design, and the space renovation will begin in 2016.

Scope of Services

The project is described in three phases below:

Phase I

Planning Phase: Review and validate current facility space audit and space needs analysis. This assessment should consider CHFA’s current and anticipated staffing mix, space utilization, furniture and office needs, storage, and workroom needs.

- Participate in a series of space requirements meetings with CHFA staff from various divisions and departments.
• Assess CHFA’s space to determine the most favorable balance between shared work areas, private work stations, and private offices, as well as conference rooms and meet-up space. The assessment should consider space design to accommodate anticipated growth.

• Evaluate and include existing furniture systems and other existing office furnishings in new space design.

Phase II

Preconstruction Phase: Develop drawings, plans, and specifications necessary for construction space planning, and furniture.

• Create a set of As-Built Plans
• Coordinate with the building facilities management and IT department to evaluate the HVAC, electrical, security, telecommunications systems, and other logistics deemed necessary.
• Develop designs and drawings, specifications and plans (including cost estimates and timelines) consistent with applicable Federal/State/Local code requirements and CHFA’s needs.
• Ensure the necessary approvals and permits for design and construction are obtained when applicable.
• Assist CHFA in developing bidding documents for construction or other needs as determined, and responding to potential contractor questions. This would include participating in interviews.

Phase III

Construction Phase: Oversee all construction and furniture installation activities.

• Establish project schedules to minimize staff disruption, downtime, and construction delays.
• Consider potential temporary relocation of personnel and equipment from areas to be renovated due to the use existing office furnishings.
• Ensure construction is in-line with approved architectural design.
• Ensure furniture installed is in-line with approved final floor plan.

Proposal Requirements

At the sole discretion of CHFA, a proposal may be eliminated from consideration if, among other things, it fails to contain each of the following provisions or fails to provide a justification satisfactory to CHFA for excluding any of the following provisions:

a. Contractor.

Identification of the prospective contractor (“Prospective Contractor”), including the name of the firm submitting the proposal, its mailing address, telephone number, e-mail, and contact person for the proposal.
b. Management.

Identification by name of the lead personnel the Prospective Contractor proposes to assign to the engagement. Contract terms will not permit substitution of lead personnel without prior written approval of CHFA.

c. Personnel.

For each individual that the Prospective Contractor proposes to assign to the engagement (excluding administrative support), the proposal must provide a summary of similar work or projects performed, a resume, and a statement indicating his/her planned responsibilities under the contract. Any limiting factors on the availability of these individuals should be identified. Individuals assigned to the engagement must have experience and expertise in architectural and space planning services. The proposal must provide a list of any outstanding litigation in which the Prospective Contractor, or related entity or affiliate, is a named party. CHFA, in its sole discretion, reserves the right to reject any individual proposed to be assigned to the engagement.

d. Related experience.

The Prospective Contractor shall provide CHFA with a listing of similar architectural and space planning services described in this RFP. Specifically, the list must include three examples of projects in which the Prospective Contractor was responsible for the oversight of architectural and space planning projects. The listing should include:

- Title of the project;
- Name of the entity;
- Brief description of the project; and
- Name and telephone number of the entity's contracting officer.

By furnishing this information, the prospective contractor gives permission to CHFA to contact these entities regarding the Prospective Contractor's past performance. CHFA also plans to tour at least one of the sites identified.

If the Prospective Contractor is newly organized, a listing of projects completed by lead personnel during previous employment may be acceptable. Moreover, if the Prospective Contractor is a joint venture, the experience of the joint ventures may be combined.

e. Subcontracts.

The Prospective Contractor must list any prospective subcontractors it plans to use in performing the work, including a listing of the individuals the subcontractor proposes to assign to the engagement, in accordance with subparagraphs (b) and (c) of this paragraph. CHFA, in its sole discretion, reserves the right to reject subcontractors proposed by the Proposed Contractor.
f. Methodology.

The proposal shall include a description of the Prospective Contractor’s overall approach to providing the services described in the Scope of Services. Additionally, the proposal must include a specific project approach that includes the following:

- A statement describing relevant experience in architectural and space planning that demonstrates the ability to accomplish the Scope of Services described in this RFP.

- Specific steps the Prospective Contractor will take in order to provide the services for each of the phases described in the Scope of Services.

- Each proposal should identify the specific approach to be used in completing each project phase; a proposed time schedule for the completion of each phase; specific methods to be used for completing each phase; and planned resources allocated to each phase, including sub-contractors to be used to complete each phase.

- Proposals should also include the approach to be used to monitor timelines, performance, and cost.

g. Cost.

The proposal shall include a quotation of charges, including the classes of personnel to be used in the project, the total hourly rate charged for each class, the estimated number of hours that each class of personnel will charge, and any other costs for equipment, software, or supplies. The proposal should include a separate cost component for each objective, by phase. These cost components must project the total number of hours required to produce the deliverables and contain a cost quotation of charges for each class of personnel and sub-contractors that would be used to produce the deliverables.

The charges must be provided as hourly rates and should be applicable throughout the contract period.

The proposal must detail any other charges that would be charged to CHFA and include them. If CHFA requires travel, the rates for travel-related expenses shall not exceed the rates established for employees of CHFA.

CHFA will pay only for hours actually worked at the rates submitted and for actual expenses incurred.

OTHER CONTENTS OF PROPOSAL

The Prospective Contractor may include any relevant information and pertinent exhibits in the proposal. Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Emphasis should be on conformance to the instructions and responsiveness to the requirements described herein, and on completeness and clarity of content.

Proposals must be complete in all respects and submitted by dates and times shown in the process timeline of this RFP.
CHFA will consider all of the following criteria in evaluating the proposals:

- **Initial Evaluation**
  
  **Technical Aspects of Proposal:**
  
  Quality of approach and methodology
  
  Clarity and succinctness of proposal
  
  **Organizational Capabilities:**
  
  Demonstrated ability to successfully manage projects of similar scale.
  
  Qualifications and experience of management and lead staff to be assigned to the project
  
  Related organizational experience
  
  **Cost:**
  
  Overall cost of the project

- **Interview**

  After conducting an initial evaluation of the proposals, CHFA will select the top two candidates for an oral interview at a time and place to be announced. The interview will provide an opportunity for consideration of the firm’s organization, location, staffing, presentation and communication skills, and/or other specific areas of the proposal. Candidates will also be evaluated on their experience in commercial, architectural, and space planning. The lead contact person must also be the lead person at the interview.

  During the evaluation and selection process if discrepancies between sections or other errors are found in a final proposal, CHFA may reject the proposal; however, CHFA may, in its sole discretion, retain the proposal and correct any arithmetic or transposition errors in price or quantity.

  After completion of the interview process, CHFA will notify all prospective contractors of its tentative decision to award the contract.

**Submission Requirements**

**Process Timeline:**

- **Posting of Request for Proposal:** July 6, 2015
- **Questions Due by:** July 20, 2015
- **Deadline for Proposal Submission:** August 3, 2015
- **Interview with Finalists Completed by:** August 28, 2015
- **Anticipated Decision Date:** September 4, 2015
Electronic responses to this request for proposal must be received by CHFA no later than 5:00pm, Mountain Time, on August 3, 2015 at the following email address:

Brian Miller  
Director, Asset Management  
bmiller@chfainfo.com

Note: The email Subject line must be “RFP, Architectural and Space Planning Services.”

Requests for additional information and/or questions and requests for clarification may be sent, via email, to Brian Miller at bmiller@chfainfo.com. All such communications must be received by 9:00am on July 20, 2015. All questions, as well as responses, will be posted in the Requests for Proposal section of CHFA’s website, www.chfainfo.com/Pages/rfps.aspx.

1. CHFA and the selected vendor will enter into a contract, describing the terms and conditions of the services to be performed, including vendor compensation.

2. All submitted proposals become the sole and exclusive property of CHFA.

3. CHFA is a Political Subdivision of the State of Colorado, and, therefore, is subject to the Colorado Open Records Act (C.R.S. 24-72-200.1 Et Seq) (CORA). Responders to this RFP (each a “Respondent”) acknowledge and agree that the response to the RFP and any other related materials submitted to CHFA are not considered confidential information. Respondents that wish to protect portions of their proposals from public disclosure must make a written request that those records be kept confidential at the time of submission. In addition, Respondents must specifically and conspicuously identify any portion of the proposals that are deemed by them to constitute confidential or proprietary information or trade secrets. Those portions must be readily separable from other portions of the proposal. Respondents’ identification of material as being exempt from disclosure is not conclusive and responders submitting such requests acknowledge the possibility that such materials may be determined pursuant to law to not be protected from disclosure under the laws governing CHFA and the resulting contract. CHFA will provide Respondents with notice as soon as possible of any request for disclosure of confidential information. The burden is solely on the Respondent to take such actions as they deem necessary and appropriate to shield such materials from disclosure. Each Respondent agrees to reimburse CHFA for, and to indemnify, defend, and hold harmless CHFA, its officers, fiduciaries, employees and agents from and against: (1) any and all claims, damages, losses, liabilities, suits, judgments, fines, penalties, costs, and expenses, including without limitation, attorneys’ fees, expenses, and court costs of any nature whatsoever (collectively, the “Claims”) arising from or relating to CHFA’s non-disclosure of any such designated portions of the response or other materials submitted by the Respondent related to this RFP; and (2) any and all Claims arising from or relating to CHFA’s public disclosure of any such designated portions of a response or other materials submitted by the Respondent related to this RFP if disclosure is deemed required by law or if disclosure is ordered by a court of competent jurisdiction.
4. CHFA is subject to C.R.S. 8-17.5-102, which provides that, unless there is an applicable exclusion, Colorado state agencies and political subdivisions may not enter into, or renew, a contract for services (labor, time or effort, not involving a specific product) with a contractor who knowingly employs or contracts with an illegal alien to perform work under the contract or who knowingly contracts with a subcontractor who knowingly employs or contracts with an illegal alien. Therefore, if a contract is a public contract for services, the vendor must certify that the vendor does not knowingly employ or contract with an illegal alien; and that the vendor participates in either the Department of Homeland Security/Social Security Administration E-Verify Program or the State of Colorado Department of Labor and Employment Program. Further, there are required contract provisions relating to the vendor’s agreement to not knowingly employ or contract with any illegal aliens.

5. Additional information that is reasonably necessary for CHFA to fairly and comprehensively evaluate proposals may be enclosed with a proposal, as long as such information clarifies or substantiates written responses.

6. During the evaluation and decision process, CHFA may request additional information or clarifications from responders. At its discretion, CHFA may request certain responders to make oral presentations.

7. CHFA shall not be liable for any expenses, including travel expenses related to preparation of the proposal, any due diligence by the responder and/or CHFA, and the contract negotiation process.

8. CHFA reserves the right to reject any or all proposals after reviewing all responses to this RFP. CHFA is not required by law to conduct this RFP and reserves the right to cancel or withdraw this RFP at any time and for any reason.

9. CHFA is committed to diversity and inclusion with its suppliers to meet the growing needs of its customer base. CHFA staff understands that the purchasing decisions that we, and our vendors make, can impact the community we serve through People, Planet, Purpose, and Price. The four-“P” (4P) procurement standards are embedded in our vendor diversity standards to ensure we are reducing the environmental impact of our purchasing decisions and expanding our diversity outreach, while maximizing the purchasing value of our funds.

10. This RFP and the resulting contract shall be governed by the laws of the State of Colorado and venues for any actions shall lie exclusively in Denver, Colorado. By submitting a response to this RFP, Respondent irrevocably submits to the exclusive personal jurisdiction of the courts located in the City and County of Denver.

11. Written approval from CHFA must be obtained for any media releases regarding an award of the contract by CHFA.

12. By submitting a proposal, Respondent agrees to waive any claim(s) it has or may have against CHFA and/or any of the current or former CHFA directors, officers, board members, employees, or agents arising out of or in connection with (1) the administration, evaluation, or recommendation of any proposal (2) waiver of any requirement under this RFP, (3) acceptance or rejection of any proposal, and (4) award of the contract.