

ATTACHMENT A

SCOPE OF SERVICES

1. BACKGROUND

About the Minneapolis Public Housing Authority

The Minneapolis Public Housing Authority (MPHA) is a public entity formed in 1991 to provide federally subsidized housing and housing assistance to low-income families within the City of Minneapolis, MN. The MPHA is headed by an Executive Director (ED) and is governed by a nine-person Board of Commissioners and is subject to the requirements of Title 24 of the Code of Federal Regulations (CFR) and the MPHA's procurement policy. MPHA is a mission driven organization.

The mission of the Minneapolis Public Housing Authority (MPHA) is to promote and deliver quality, well-managed homes to a diverse, low-income population and, with partners, contribute to the well-being of the individuals, families, and community we serve.

Currently, the MPHA owns and/or manages approximately 6,000 units of housing and administers over 5,000 Section 8 Housing Choice Vouchers serving more than 26,000 people. MPHA is the largest public housing authority in Minnesota and the 20th largest in the nation.

Public Housing Authorities (PHAs) across the country have seen continued decreases in Department of Housing and Urban Development (HUD) funding for public housing. This has led to inadequate operating subsidies and capital funding that has resulted in a large capital backlog. MPHA properties currently have over \$140 million in capital needs. 2018 marked a major turning point in MPHA history. After recent years focused on stability and modest growth, MPHA has taken a decisive turn toward building a foundation for sustainable, long-term housing and economic well-being of residents and participants. Over the last two years, MPHA has worked to update its strategic plan and vision. In 2017 the MPHA Board approved a set of *Guiding Principles for Redevelopment and Capital Investments at MPHA*. This has allowed MPHA to engage in a public, portfolio-wide planning process to assess the needs and mission-oriented opportunities at all properties owned by MPHA. The goals established through this process are as follows:

- Ensure the long-term physical and financial viability of MPHA's existing public housing stock and add units when feasible;
- Increase the livability and energy efficiency of our properties through high-quality design and construction; and
- Innovate housing design to advance education, employment, and health/wellness opportunities to residents and the surrounding communities.

In keeping with its mandate to provide efficient and effective services, the MPHA is now soliciting proposals from qualified firms or teams of firms to provide the services detailed below and join us in executing our mission and vision.

Strategic Vision & Design Principles

Over the next 10-20 years, MPHA will employ various strategies and design principles to preserve its properties while building new units as funding is available:

Rehabilitation and Construction

- Full rehabilitation of properties including:
 - Building systems: HVAC, plumbing, electrical, fire, elevators
 - Building envelope: exterior façade, windows, roof
 - Interiors: common/community spaces, corridors, residential units
 - Site/grounds: landscaping, parking lots, courtyards/patios
- New construction of units:
 - Demolition and redevelopment
 - Pilot projects that incorporate new building technologies (e.g. ultra-energy efficient construction)
 - Increasing density of an existing site; adding units or accessory dwelling units (ADU's)
 - New development on existing or acquired land

Livability and Energy Efficiency

- Modern use of space, smart storage, open floor plans
- Adaptable design for aging residents; handicapped accessibility
- Security and safety measures
- Increased amenities (e.g. Wi-fi, green spaces)
- Energy efficient and green standards to reduce operational costs, reduce MPHA's carbon footprint, and create healthier buildings for our residents

Innovative Housing Design

- Provide quality, safe, and stable homes to improve educational achievement; collaborate with community non-profits to provide on-site education or training opportunities
- Develop housing continuum to help residents move toward self-sufficiency; create home ownership opportunities
- Create on-site health care and supportive services that may also be accessible to the surrounding community

MPHA Portfolio

MPHA owns and manages approximately 6,000 public housing units that serve the needs of at-risk and vulnerable residents including low-income families, seniors, and physically and developmentally challenged adults. Many of MPHA's housing units are over fifty years old and in the coming years will require renovations and modifications. These rental units and properties consist of:

- 42 mid-rise and high-rise apartment buildings accommodating approximately 5,000 housing units that serve primarily the elderly and people with physical and developmental disabilities;
- 753 "scattered site" housing units, primarily single-family homes, located throughout the city;
- 184 housing units at the Glendale Townhomes family development in the Prospect Park neighborhood;

- Undeveloped land at Heritage Park on the western edge of Downtown, bordered by I94, Olson Memorial Highway, and Glenwood Avenue;
- 1001 Washington Avenue North, MPHA’s three-story administrative headquarters building located at the corner of Washington Avenue North and 10th Avenue North, on the edge of the North Loop neighborhood;
- 1301 Bryant Avenue North, a one-story light industrial building that currently houses one tenant as well as portions of MPHA’s operations functions;
- Minnehaha Townhomes;
- 84 Modular Units; and
- Other vacant parcels.

2. SCOPE OF SERVICES

The MPHA intends to hire multiple consultant firms for electrical and structural engineering services that can provide the design disciplines and services required to complete the types of projects described below. Disciplines include but may not be limited to:

a. Design Disciplines

- i. Structural Engineering Services;
- ii. Specification writing;
- iii. Cost estimating; and
- iv. Additional services as may be required.

b. Potential Types of Services

Potential services may range from schematic design, design development, estimating, construction documents (drawings and specifications), bidding and award phases, post bid interviews, responding to Requests for Information (RFI’s), reviewing submittals, change orders, payment applications and shop drawings, preparing field test data, post completion/construction and warranty phases, construction administration and observation including attending pre-construction and progress meetings, periodic site observation, prepare ongoing deficiency lists, final punch lists and more. Services may include but may not be limited to:

- i. Engineering Design services: Provide, structural and related services which may be required in connection with planning, design and execution of building additions, renovation projects as well as new building projects;
- ii. Entitlements management: Manage entitlements processes including site plan review, zoning and code analysis, completion and submission of land use and related applications, and representation of the MPHA at City committees and boards, neighborhood associations, and other stakeholder groups;
- iii. Feasibility studies: Provide services as required to evaluate the feasibility of a range of types of projects from the standpoint of program, design, schedule, cost, codes, zoning, massing, use, and entitlement processes;
- iv. Planning: Provide planning services including producing new plans and reviewing, synthesizing, updating, and/or supplementing as required existing facilities master plans and/or programs;

- v. Code analysis: Conduct and/or participate in building, planning, access and historical code analyses and reviews of existing facilities. Interpret Minneapolis codes for land use, zoning, and comprehensive plan, building code, as well as relevant state, federal, and HUD-specific codes, and guidelines. Interface with relevant code officials as required;
- vi. Site planning and design: Provide all services required to design, specify, and coordinate site design, including grading, utilities, parking lots, driveways, hardscape, landscape, lighting, and irrigation;
- vii. Development of building product, livability, and energy efficiency standards;
- viii. Project Reviews: Participate in peer and constructability reviews of projects;
- ix. Cost Estimating
- x. BIM (Building Information Models) for post construction use, commissioning, site-use and utilities studies, environmental studies & reports;
- xi. Energy studies and studies related to sustainable design for the reduction of utility costs including the implementation of Passive House, LEED, and other best practices; and
- xii. Assist MPHA staff with conducting Physical Needs Assessments of MPHA properties.

c. Potential Types of Projects

Consultants may be asked to provide the services listed above at any of the MPHA-owned properties listed above and/or at new properties that the MPHA acquires or develops. The types of projects that are under consideration by the MPHA include but are not limited to:

- i. Renovations to housing units in the mid-rise and high-rise multi-family towers;
- ii. The Densification (adding of bedrooms or units) to existing MPHA scattered site (single family homes, duplexes, and small-scale multi-unit buildings) properties throughout Minneapolis through additions to the existing building or additions of new structure/housing units;
- iii. Conditions assessments of existing buildings and housing units including analysis of codes, conditions, costs to improve, and potential for modification, demo/replacement, or sale/disposal of property;
- iv. Additions and alterations to existing scattered site (single family residence properties);
- v. The study and design for new single family, townhome, or multi-family housing projects;

vi. Specific project examples for Structural Engineering:

- Water and air infiltration investigative work
- Façade and roof repairs & restoration
- Structural investigations/assessments and repair specifications
- Invasive investigative work and Forensic engineering
- Limited/minimal emergency repairs associated with investigative work
- Foundation, column and bearing plate investigative work
- Design Report/Assessments Recommendations

Schedule: As required by the specific project

Deliverables: As required by the specific project