**RFQ No. 1907 – Addendum #3**

**Architectural Engineering Services IDIQ**

1. **Addendum Number: #3**
2. Issued By: Albuquerque Housing Authority
3. Addendum of solicitation number: RFP No. 1907 dated: 01/17/2019
4. The hour and date specified for receipt of bids/proposals is 12:00 pm (noon) on Friday, 8 December 2017 and is not extended through this addendum.
5. The above-numbered solicitation is amended as set forth below. Bidders/offeror acknowledges receipt of this addendum through notification sent out through Economic Engine website.
6. Description of amendments:

**Summary of Pre Proposal Conference, Questions-Responses and Amendments to RFP**:

**Name of AHA Attendees**

**Dan Foster**- Capital Funds Projects Manager

**Rocio Sinche**– Procurement Officer

**Brian Eagan**- Housing Attorney and Section 3 Coordinator

**Opening and Introductions** – Dan Foster

* Sign In Sheet
* Due Date

**Section 3** - Brian Eagan

* Section 3
* Equal Employment Opportunity/Supplier Diversity

**Buyers Presentation** – Rocio Sinche

* Access to solicitation – nahro.economicengine.com (no “www”)
* Addendums/Meeting Minutes
* Q & A Schedule- Friday, February 8, 2019, 3:00 pm MT
* Proposal Due Date - Monday, February 25, 2019, 3:00 pm
* Proposal Format -Form of Proposal- Document 2.0 –Attachment A
* Evaluation Criteria

-Section 3 Plan- Section 3 Reporting

**Review of Technical Evaluation Criteria**- Dan Foster

**Questions and Answers**

**Question 1.** Can we please get a copy of the pre-proposal meeting sign in sheet?

**Answer 1:** See attachment “Sign-In Sheet Pre Proposal Conference RFQ 1907 Held 01-29-2019 A&E Services IDIQ”.

**Question 2.** Will you be posting structural, framing and roof plans for properties?

**Answer 2.** Plans for all projects except 1840-1878 Broadway Place were posted through addendum #2 on economic engine and also can be accessed at <http://www.abqha.org/vendors.aspx> under Plans & Drawing. Plans for 1840-1878 Broadway Place will not be posted. Proposers may refer to the City of Albuquerque’s Advance Map Viewer (<https://www.cabq.gov/gis/advanced-map-viewer>) for lot boundaries for this site.

**Question 3.**Do we need to confirm that we accept terms and conditions of attachment G-1 & G-2 HUD 51915- Model Form of Agreement Between Owner and Design Professional (AHA Sample Contract Appendix No. 1 form)?

**Answer 3.** No, per page 22. In attachment 1.0 RFQ Architectural Engineering Services. Clause

**An Agreement to Abide.** By completing, executing and submitting the Form of Proposal, Attachment A, the “proposer is thereby agreeing to abide by all terms and conditions pertaining to this RFQ as issued by the Agency, in hard copy,” including the contract clauses already attached as Attachments G, G-1, G-2 and G-3. Accordingly, the Agency has no responsibility to conduct after the submittal deadline any negotiations pertaining to the contract clauses already published.

**Question 4.** Typically Requests For Qualifications do not ask for free design services, especially when the scope of work has not been defined. The addenda asks for renderings of at least one of the proposed projects. Is the intent to award a firm based on that particular site or could they be awarded based on another site that they do not provide a design on? Since there is not a scope of work that defines where the proposed project budget is to go towards, should we propose how we would spend the funds? Do we propose what amenities should be included in the project? If we want to compete for the new ground up project do we propose a design for that? We are just trying to understand how you design a project when you do not have a fully vetted scope of work yet a budget has been established.

**Answer 4:** The intent is to make awards to firms based on a particular site.Firms should submit conceptual designs for all projects that they would like to be awarded.Initial awards will only be made to a firm for the projects for which they submitted conceptual designs. If no award is made for one of the three projects for which conceptual designs were requested, however, AHA holds the right to later award that project to a firm that was awarded one of the other projects.

AHA is requesting conceptual designs for the three projects described in the RFQ. The conceptual designs should showcase any design elements that illustrate the firms approach to achieving the design goals listed for each proposed project in the RFQ within the overall stated construction budget for that project. These elements may or may not be included in the final design. The elements included in the final design will be determined by the final budget, resident and neighborhood input, the results of the capital needs assessments, and other considerations.

The conceptual designs may be a combination of sketches and narrative that demonstrate the firms design approach. While firms submitting proposals need to be knowledgeable and experienced with designing multifamily residential housing that meets the requirements of the Americans with Disabilities Act (ADA), the conceptual designs do not need to include floor plans for the ADA units. Conceptual designs for the contemplated new construction at 1840-1878 Broadway Pl needs to achievable within the current zoning.

**Question 5.** Do we need to provide duplicate resumes as requested in Tab 4 Proposed Services- SF330 and Tab 5 Managerial Capacity/ Financial Viability/ Staffing Plan?

**Answer 5**. No, Please see the amendment of Tab 5 below as well as the addition of language clarifying that resumes will need to be provided along with the SF330 Form under Capacity Evaluation Criteria #2 under TAB 4.

**Amendments to RFP**

**Omit:**

**TAB 5 - Managerial Capacity/Financial Viability/Staffing Plan.** The proposer entity must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment B, *Profile of Firm Form as well as SF330 Attachment L*. Such information shall include the proposer’s qualifications to provide the services; a description of the background and current organization of the firm.

**Replace:**

**TAB 5- Managerial Capacity/Financial Viability/Staffing Plan.** The proposer entity must submit under this tab a concise description of their financial capacity to deliver the proposed services and a description of the background and current organization of the firm.

**Additions:**

* **Page 10-** Tab 4 - Standard Form 330- Architect-Engineer Qualifications (8/2016): This Form is attached hereto as Attachment L to this RFQ document. This Form must be fully completed, executed and submitted under this tab as a part of the proposal submittal. **Please provide completed form under Capacity Evaluation Factor No. 2.**
* Capacity- b. Provide resumes for all key staff **along with Standard Form 330**.

**Deletions:**

* Pg. 18 Approach & Methodology –f. Provide a detailed construction schedule with start and completion dates for each project site and any required phasing, weekend work; and

**Omit: construction-** Pg. 17 Capacity- I. Identify current work/project load and explain ability to perform work with a currently contemplated Q 1/4 2019 start date with a four month construction schedule;

**Replace: with design. Pg. 17- Capacity** I. Identify current work/project load and explain ability to perform work with a currently contemplated Q 1/4 2019 start date with a four month construction schedule;