



The City of Seat Pleasant
Request for Proposal (RFQ)
for Architectural Services/Interior Design Services

Primary Contact: Mr. C. Reginald Bagley
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Telephone: 301.336.2600

Deadline for submissions: April 6, 2020

REQUEST FOR PROPOSALS.

The City of Seat Pleasant is requesting proposals from qualified firms or individuals (Architect) and (Interior Designer) to provide bidding/services towards on-call Architectural/Interior Design services for scattered site renovations/design of property or properties.

Introduction

In 2017, began emerging as the nation's first authentic small Smart City. This was accomplished by implementing technological solutions via the city's Smart technology Platform. This platform accesses and analyzes data from shared-service hubs that provide data-driven decisions aimed at empowering citizens and improving government operational efficiency. The City has been a leader in providing technology that improves outcomes, optimizes service delivery, strengthens security and safety and promotes the resilience and stimulation of our local economy.

A key outcome has been the incorporation of a citizen-centric government with key components of connectivity, inclusion and social justice. We work to engage, educate and empower our residents to learn what they consider neighborhood revitalization objectives that foster their better quality of life.

Along with this Smart transformation, the city's economic and community development visions are being guided by the Seat Pleasant Master Plan, developed by Skidmore, Owings & Merrill, LLP in 2018. The Plan provides a long-range development vision and outlines the key projects and investments needed for the City of Seat Pleasant to grow and evolve.

A general theme derived from a charrette held during the Master Plan development was, *"Residents communicated clear preferences for the future look and feel of the community – lots of public parks and green spaces, more locations with dense, mixed-use development with shops right along the sidewalks, and a preference for generally modern-looking buildings that convey the aesthetic of a Smart City."*

One the solutions to this desired better quality of life has been the building of Smart affordable Homes throughout the City. These Homes are equipped with smart technology, energy-efficient appliances and safety features. Most importantly, the homes were sold at below market rates.

Affordable housing is a viable solution in Seat Pleasant to the elimination of blighted and vacant properties. This is also one of the priorities of Prince George's County, Maryland for its inner-beltway communities.

This vested interest also revealed several socio-economic factors which included the interest in first-time homership; Senior residents wishing to age-in-place; and the need for neighborhood revitalization as it relates to property value and safety.

Seat Pleasant. *A Smart City of Excellence*, has a clear vision to provide a walkable, safe, healthy, sustainable, viable, responsive, community for its residents.

Need

The need for affordable housing in Seat Pleasant is comprised of several community indicators.:

- Housing needs in Seat Pleasant are prime for more affordable housing. Property values in Seat Pleasant average about \$175,000. 69% of homes are valued under \$200,000. 70% of the homes were built between 1930 and 1960. During this time period, current standards for energy efficiency, smart technology and other current code compliances were not in place.
- The income demographic in Seat Pleasant makes affordable Smart Homes an attractive goal for Seat Pleasant. The U.S. Census reported that 15.1% of the people in the city live below the poverty level which is above the National average of 13.1%. The median household income of \$51,930. The homeownership rate is 58.4%.

Additionally, the city has two subsidized apartment complexes. This is home to over 600 Seat Pleasant residents. Interest in first-time

homeownership can become reality for low-income old and new low-income families.

- The current real estate market trends in Seat Pleasant are unfavorable for low-income families. In 2017, the city had 140 combined vacant houses and lots. To date this number has been reduced by more than half. However, while this reduction has resulted in property tax revenue increases for the city more than half were sold at fair market rates or higher.
- The Smart technology platform in Seat Pleasant was used to estimate the true impact of the city's blight and the vacant housing problem. This was done by bringing in data from the Maryland Dept. of Assessments and Taxation, Real Estate Data, Vacant Housing Data, Police Incident, and Public Works data and leveraging research done by the National Vacant Properties Campaign. It was estimated that the city was losing upwards of \$1M per year in potential revenue.
- Vacant property expenses in Seat Pleasant are draining government resources. Upwards of 30% of funds from Seat Pleasant's fiscal year budget are used towards these properties. The Seat Pleasant Smart City Platform aggressively gathered data from city departments by monitoring work orders, response rates, manhours, completed activities involving vacant properties. The \$1M revenue loss estimate was inclusive of this information.

Additional Seat Pleasant Information

The city's commercial portrait consists of several clusters of strip retail developments near its major intersections. Most of this development is set back from the street, surrounded by parking. As a result, Seat Pleasant's residential areas are aesthetically appealing, while most of its commercial corridors are not.

The attractiveness to potential residents as well as current ones must include modern core amenities such as sit-down restaurants, family-friendly

commercial development and social and recreational activities. These improvements will help stabilize neighborhoods and become more attractive to potential residents. The city must guide its efforts with the remaining vacant property inventory towards quality Smart affordable housing for low-income families.

Additionally, Seat Pleasant is a great transit-oriented community. It is near two blue line Metro stations; Addison Road–Seat Pleasant and Capitol Heights stops. The City is a gateway community, as its border is the Nation’s Capital.

The City plans to build Smart affordable homes throughout the city by renovating its vacant houses and constructing new homes on its vacant lots. This will assist in building capacity utilizing consultants and other experts and spur progress for our communities by assuring a process of revitalization through homeownership and business development.

The process will include a program administrator, architect, interior design and contractor. Each member will play a pivotal role in the development and completion of each home.

- The *program administrator* will work alongside the program manager of housing to assist in facilitation, and project coordination with City Hall.
- Each *selected Architect* will design the home, provide a full set of plans to include all disciplines for mechanical, electrical, energy efficiency, plumbing, hvac, smart technology and anything additional to complete the entire renovation.
- Each *Interior Designer* will be responsible for creating a book outlining specification material that include FFE (furnishings, fixtures and equipment) to be used throughout the home to sell to a prospective homebuyer. We would also like to stage the home upon its completion if funding is available.

The primary outcome will allow a streamlined process from acquisition through construction on each home.

Scope of Services.

The services to be provided would include:

- Plans and documents to be used to include all disciplines in the bidding for construction of the project (s).
- Assistance with selection and/or design of furniture, fixtures and equipment and the creation of a full design specification book for each project. This specification book would detail the kitchen, fixtures, smart technology, and furnishings to include a lighting plan.
- Participation in the review of bids and selection of the contractor and subs.
- Oversight and inspections during construction and approval of the completed project for acceptance based on construction draw schedule of construction budget.
- Participation in permitting processes, if necessary.
- Participation in any site or design revisions as commensurate with standards and practices in the profession.
- Coordination with City's Consultants/Housing team for adherence to design goals and standards.
- Compliance with Americans with Disabilities Act requirements and similar requirements.
- Energy-efficiency and sustainability consultation and advice.
- Smart technology consultation and advice.

1. The site of each will be sent to the qualified and selected Architectural/Interior Design firms.

2. The tentative schedule for the project is as follows*:

| | |
|--------------------|--|
| March 23 | Solicit proposals from Architects/Interior Designers |
| April 6 | Submission Due from Architects/Interior Designers |
| April 20-24 | interviews of finalists (teleconference/zoom pending virus status) |
| May 4 | recommendation and approval from Mayor of qualified firms |
| May 29 | First project sent to qualified firms |

** the City reserves the right to alter the schedule*

QUALIFICATION CRITERIA

1. PROPOSAL SUBMISSION.

One (1) electronic copy and two (2) paper copies of the qualifications shall be addressed to:

Attention: Mr. C. Reginald Bagley
Director of Economic Development
City of Seat Pleasant
6301 Addison Road
Seat Pleasant, MD 20743

E: creginald@seatpleasantmd.gov
P: 301.336.2600

Proposals will be received until 5:00 p.m. (Eastern Time) on April 3, 2020. Any bid received after that time and date will not be opened or considered and will be returned to the bidder.

2. EXPERIENCE AND QUALIFICATIONS

Each Architect/Interior Designer submitting a proposal should include, but not be limited to, the following information:

- a) The name of the firm and location of all its offices, specifically indicating the principal place of business.
- b) A brief history of the firm and the range of services offered.
- c) The age of the firm, the total number of years of experience providing architectural services for historic renovation projects as described herein over the past five (5) years.
- d) The education, training, experience, licensing, and qualifications of members of the firm and key employees for these projects, including the individuals responsible for the performance of the work described herein. Include an organization chart.
- e) How the firm intends to manage their responsibilities, include the resume for the main point of contact. State same if identified in letter d).
- f) Firm experience in provide energy modeling, value engineering for life cycle costs, cost control, risk identification, and risk mitigation.
- g) The experience, qualifications, and expertise of the firm with related types of single-family/scattered site projects (the design services for property renovation along with home staging.) This should include the firm's experience, information on the firm's technical capabilities.
- h) Show demonstrated ability to timely perform the services. List three examples along with the cost, date completed, special features, and names of clients who may be contacted for references.
- i) Indicate the present level of professional and general liability and other insurance coverage for the firm.
- j) Include illustrative drawings of floor plans of similar type projects the firm has designed, if any, along with renderings and/or photographs of completed projects. Include any other information that would aid in the evaluation of the designs, such as costs, durability, smart technology, energy efficiency, etc. The format should be 8/5 X 11 and

only include enough material to be illustrative, not complete sets of drawings.

- k) List and describe any litigation, arbitration, or other alternative dispute resolution proceedings the Architect has been involved in with any owner or client within the past five (5) years.
- l) List and describe any actions taken by any regulatory agency against the Architect or its agents or employees with respect to any work performed.
- m) Provide any other pertinent information or images regarding qualifications that relates to similar work performed to the City.

3. To be considered responsive to the requirements of this RFQ, the Architect shall provide verifiable evidence that the firm, personnel, and associated consultants are appropriately licensed in the State of Maryland with a letter of Good Standing Certificate.

4. The City reserves the right to request additional information which, in its sole opinion, is necessary to assure that the Architect's competence, business organization, and financial resources are adequate to perform the work described herein.

EVALUATION CRITERIA AND SELECTION.

The City will evaluate each RFQ submitted based on responsiveness to the project's needs. The City will consider the estimated value, the project scope, as well as the professional nature of the services to be rendered. If the City recommends the award of a contract, it will recommend the award of contract to the Architect/Interior Designer who is responsive to all administrative and technical requirements of the RFQ, who has demonstrated competence and qualifications of the type of services required, and who receives the highest rating based upon the competence and professional qualifications to perform the services required. Evaluation criteria shall also include:

- a) Competence to perform the services as reflected by technical training and education, general experience, experience in providing the required services, and the qualifications and competence of persons who would be assigned to perform the services.
- b) Ability to perform the services as reflected qualified personnel, financial resources, and facilities to perform the services expeditiously.
- c) Past performance as reflected by the evaluation of others who have retained the services of the Architect/Designer with respect to factors such as control of costs, quality of work, and an ability to meet deadlines.
- d) Experience, qualifications, and ability to perform scattered site/single-family home design and construction services and historic renovations.
- e) Personnel accessibility of architectural firm to the City
- f) Experience with the various delivery methods of construction.
- g) Costs, durability, energy efficiency, smart technology and educational benefits of prior designs.
- h) Interview presentation.

5. The City anticipates interviewing three Architectural/Design firms evaluated as being professionally and technically qualified. The purpose of the interview is to allow the architectural/design firms to present its qualifications, experience, education, training, past performance, etc., for professional services to be provided for the project.

6. Interviews will also provide an opportunity for the City of Seat Pleasant to seek clarifications from the Architectural/Design team qualifications. Architects and Interior Designers selected for an interview will be notified of the date, time, and place of the interview. Interviews are currently being designed on-line or in a webinar platform due to the current virus outbreak. The City anticipates making a final recommendation to the City

Council of qualified consultants to be on the On-Call list for upcoming projects.

7. The City will negotiate the terms of a contract with a selected Architectural Firm and/or Interior Design Firm per each project as selected. If an agreement is reached, the Contractor will enter a written contract and will perform all work pursuant to that contract. The Proposal does not constitute an agreement or contract with the City, or any other entity, and they reserve the right to not enter into any agreement with any Architect.
8. **NON-RESPONSIVE PROPOSALS.** An Architect/Designer that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.
9. **SUBMISSION.** Submission of a proposal in response to this RFQ is certification that you, your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitting proposals to any State or Federal department or agency or any political subdivision of the State of Maryland.
10. **REJECTION OF PROPOSALS.** The City reserves the right (a) to terminate the qualification process at any time; (b) to reject any or all proposals; (c) to change the schedule and dates for responses, interviews and other dates; and (c) to waive formalities and minor irregularities in the proposals received. City further reserves the right to cancel or amend this RFQ at any time and will attempt to notify recipients accordingly.
11. **PUBLIC RECORDS.** Architect/Interior Designers acknowledges by submitting a proposal that any and all information may be subject to the Public Records law of Maryland.

12. Submit all questions, inquiries, or requests for clarification about the project in writing to:

Attention: Kyrthlyn Rhoda, Grant Manager
E: kyrthlyn.rhoda@seatpleasantmd.gov
P: 240-498-5795