



**Request for Qualifications for Architectural Services  
Lakeside Park II RAD Conversion Project**

**I. Purpose of Request:**

The Avon Park Housing Authority (“Authority”) is soliciting Statements of Qualifications from architects for the remodel of a 62 dwelling unit multi-family housing project proposed for moderate rehabilitation in Avon Park, Florida

**II. Project Description:**

The development was originally constructed in 1968 and is comprised of 37 one story single and duplex concrete block dwelling structures. The project composition is made up of a mix of 1, 2, 3, 4 & 5-bedroom units scattered over a single approximately 8 acre site. The project site is located in close proximity to the APHA’s Main Administrative office located at 21 Tulane Drive, Avon Park, Florida 33825. The site is crescent shaped and located at the southern end of Lake Tulane, Avon Park, Florida. The estimated rehabilitation budget for this project is projected at \$2.5M.

**III. Architectural and Engineering Scope of Services:**

The architectural firm selected will assemble a limited service remodel team that will include consulting engineers and other specialty sub-consultants as necessary. The limited remodel work will include schematic design, design development, construction documents, bidding, construction management, and project closeout. It is our intention to remodel this project to other the sustainable development standard of a previously remodeled adjacent public housing project; Lakeside Park I. A reference for that project can be located on the APHA’s website; [www.avonparkha.org](http://www.avonparkha.org) (Lakeside Park I).

**IV. Selection Criteria:**

The Authority anticipates interviewing one or more firms before making a final selection. The Authority's Project Manager will work with the architect during the design and construction phase to insure that the Authority's interests are met. RFQ's will be evaluated based on the following criteria:

- a. Responsiveness of the request for qualifications to the purpose and scope of services.
- b. Prior design service experience with projects of similar purpose, scale and complexity.
- c. Professional qualifications of individuals assigned to the project, including sub-consultants.
- d. Prior experience with public-sector clients for projects of similar scale and complexity.
- e. History of effective schedule and budget management for projects of similar scale and complexity.
- f. Commitment to developing an energy-efficient, healthy and sustainable building.
- g. Performance data and references.
- h. Proximity to the project site.
- i. Successful negotiation of fee and other terms for this work.

The successful architect will be required to negotiate and execute a written agreement satisfactory to the Authority. The Authority reserves the right to reject all responses, decline to proceed with the project, to request additional qualifications, and to waive irregularities in any RFQ response. The Authority will not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.

Upon selection of the most qualified firm based upon the above criteria, the Authority will negotiate a price which it determines is fair and reasonable. If the Authority is unable to negotiate a satisfactory contract with the firm selected, negotiations will terminate and the Authority may select another firm.

**V. Submittal Procedures:**

Firms wishing to be considered should submit information and materials describing their qualifications in accordance with the Submittal Format below. Qualifications from interested firms are to be submitted **no later than 3:00 p.m. on Tuesday, July 7<sup>th</sup>, 2015 to:**

Larry Shoeman, Executive Director  
Avon Park Housing Authority  
21 Tulane Drive,  
Avon Park, Florida 33825

**Number of copies:** Submit three (3) printed copy to the above address and a digital copy to [director@avonparkha.org](mailto:director@avonparkha.org) Questions regarding the scope of the project or this Request should be directed to Larry Shoeman at (863) 452-4432, Ext. 2204 or [director@avonparkha.org](mailto:director@avonparkha.org). Hours of business: Monday through Friday, 8:30 a.m. to 4:30 p.m.

The Avon Park Housing Authority is an Equal Opportunity Employer: minority and women-owned firms are encouraged to submit qualifications.

**VI. Submittal Format:**

All respondents to this request shall submit the following information:

- a. Cover letter that includes a statement of your firms desire to work on this project. Include a brief summary of qualifications that you feel are most relevant for the Authority's consideration. Provide name of contact person with phone and email address.
- b. Brief history of firm: Include the length of time that the firm has been in business as presently organized. List all principles of the firm. List any major areas of specialization. Provide the address of your main office and any branch offices.
- c. Experience: List projects completed by the firm that are similar to this building project. Include:
  - i. Owner/representative name, address, phone number
  - ii. Size of project/number of units
  - iii. Construction cost, including site work
  - iv. Date completed

Include a statement authorizing the Authority to contact the project owner/representative for the purposes of obtaining an independent evaluation of the Respondent's or Respondents team member's performance.

- d. Public sector experience: Describe your previous experience in working with public sector owners, and projects classified as public works.
- e. Project team: Describe the project team that would likely be involved if selected for this project. Provide resumes of key team members.
- f. Consultants: Provide a list of engineering or other consultants that you would likely employ if selected for this project.
- g. Experience with designing and building green, or projects that were LEED or the Evergreen Sustainable Development Standard certified.
- h. Current workload: Describe the current workload of your firm and your availability to start on this project.
- i. Additional material: Attach other relevant information and material that you think would be helpful for us to evaluate your firm.