



**10th & SHERIDAN
AFFORDABLE HOUSING REDEVELOPMENT
REQUEST FOR PROPOSALS**

ARCHITECTURAL/ENGINEERING SERVICES

March 14, 2014

NEWS ED/ULC invites your firm to provide a proposal for architectural/engineering services to design an affordable rental housing project to serve as a catalyst to implement a vision of a vibrant mixed-income, mixed-use TOD community near the W-Line Sheridan Station. **Please note that the due date for proposals is April 4, 2014. Site visit is scheduled for March 18 at 10:30 am.** We apologize in advance for the short response time.

NEWS ED Community Development Corporation, a local nonprofit developer (“NEWS ED”) along with its development partner, the Burgwyn Company (together “Developer”) is pursuing a development opportunity (the “Project”) in close proximity to the W-Line Sheridan Station light rail platform on land near 10th & Sheridan owned by the Urban Land Conservancy (ULC), a local nonprofit corporation. This Project will be the first major redevelopment of the area and will help set the tone for development of the remaining ULC land, as well as, the anticipated redevelopment of 10-20-acres of Denver/Lakewood land in the general vicinity.

The Project was selected as a catalytic project by DRCOG in its Sustainable Community Regional Planning Initiative, and NEWS ED and ULC each believe that the station area holds catalytic development opportunity – because this redevelopment will set the tone for a 20-Minute neighborhood (see additional information within the RFP). Additionally, the site is situated along Sheridan Boulevard which is the border of the City and County of Denver and the City of Lakewood.



Area amenities include:

- Light Rail: W-Line Sheridan Station Platform
- Access to downtown Denver / Denver Union Station
- Access to Jefferson County Government Center, Federal Center, St. Anthony Hospital, Red Rocks College Community College, and Auraria Campus
- The Dry Gulch bike path
- Vehicular & Bus Transit (Sheridan Blvd / Colfax Avenue)
- Highway access (6th Avenue Freeway)
- Pedestrian accessibility

The ULC land targeted for the Project is approximately 26,507 sf. To the north is the Dry Gulch/W-Line Light Rail line, to the East is the RTD parking garage, to the west is the existing Jody Apartments, and to the South is a private residence and RTD land/10th Avenue. (See drawing referenced in the RFP). The intention is to redevelop a new apartment complex and upon completion, relocate the residents of the Jody Apartments to the newly constructed apartments to avoid displacement. The existing Jody Apartments will be demolished to make way for future development not yet planned.

Additional Project details are contained in this RFP, and you may contact Ray Stranske at NEWSED or Debra Bustos at ULC for further information.

IMPORTANT NOTE: Partial funding for the scope of this RFP will come from the Denver Region Council Of Governments (DRCOG) through a Sustainable Communities Regional Planning Grant (the “Grant”) from the U.S. Department of Housing and Urban Development (“HUD”) to support metropolitan and multijurisdictional planning efforts that integrate housing, land use, economic and workforce development, transportation, and infrastructure investments. The funds are administered by the City of Lakewood as the



lead agency and fiduciary agent for the Sheridan Station Catalytic Project: 20-Minute TOD Neighborhood Implementation Strategy. The City is responsible to administer the Project, and all funds connected with this RFP, in concurrence of the West Line Corridor Collaborative Working Group, a working group comprised of the City of Lakewood, the City and County of Denver, the Denver Housing Authority, Metro West Housing Solutions, the Regional Transportation District, the Urban Land Conservancy, and other local and regional partners; therefore, representatives from this group will participate in the award selection process. The City of Lakewood has engaged Urban Land Conservancy, as the land owner, to assist in the administration of this RFP and associated contract oversight.

The portion of the scope covered by the Sustainable Community Regional Planning Grant must be complete by December 31, 2014.

Formal responses, complete with a full fee proposal, are **due no later than April 4, 2014 at 5 pm.** We anticipate interviews with the finalists on April 11, 2014. Please plan accordingly. We sincerely thank you for your interest in this project.

Sincerely,

Ray Stranske
NEWSED CDC
Director of Housing Services

Debra Bustos
Urban Land Conservancy
Vice President of Real Estate

See page 14 for a list of all attachments to be accessed via Dropbox.



PROJECT INFORMATION

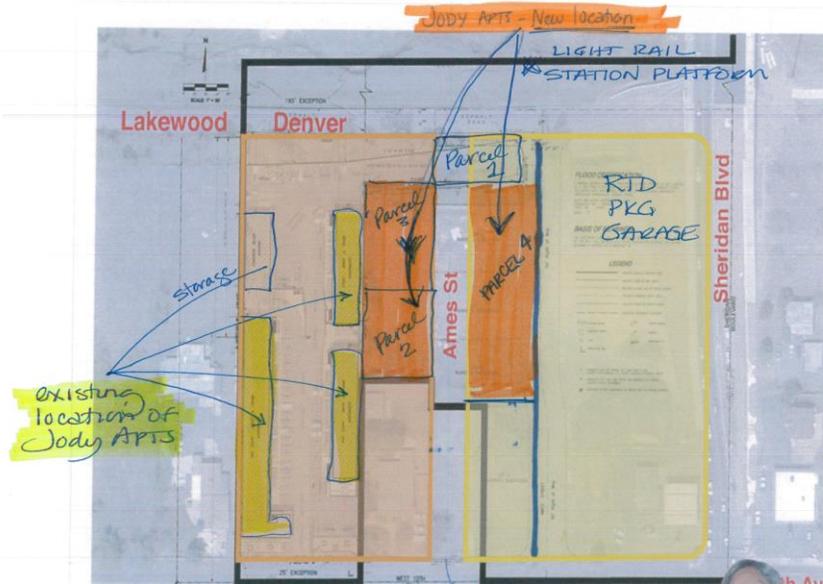
Developer: A partnership composed of NEWS ED and the Burgwyn & Company; with interest/input and coordinating oversight from ULC

NEWS ED is a nonprofit whose mission is to develop and operate affordable rental and for-sale housing, as well as housing counseling and economic development programs, arts and cultural programs, and community programs that increase income and education levels and political engagement of Denver-area residents. NEWS ED has been in existence since 1973 and its primary focus is to solve long-term economic problems in disadvantaged communities by securing and coordinating resources such as business ownership, job creation /retention, homeownership and affordable rental programs to promote neighborhood revitalization. NEWS ED currently owns and operates the nearby Jody Apartments located to the West of the subject site.

Urban Land Conservancy (ULC) is a non-profit organization established in 2003 to preserve real estate assets in urban areas to ensure their continued community benefit. Its strategies include land banking and community-inspired real estate development (including affordable housing development and preservation) with an emphasis to create equitable opportunity for lower income populations along transit corridors. Much of its work is accomplished through strategic partnerships with other agencies and businesses that share our vision of preserving assets to strengthen communities. ULC owns the land on which the Jody Apartments is located and NEWS ED leases the land from ULC under a 99-yr land lease.

Site Background:

ULC has been in negotiations with Regional Transit District (RTD) to acquire remnant land near the 10th & Sheridan Station, referenced as Parcel 2, Parcel 3, and Parcel 4 as depicted in the schematic below. Closing is expected to occur in early 2014. The Developer wishes to build the Project on portions of the newly acquired ULC land.



The site is adjacent to a new light rail station (W-Line Sheridan Station) which became operational in April 2013, bus transit via Sheridan Boulevard and Colfax Boulevard, bike access (the Dry Gulch bike path), pedestrian access and vehicular access (via Sheridan Blvd, Colfax Blvd, & 6th Avenue Freeway). NEWSED/ULC intends to support links to the entire area's transit potential with this site's redevelopment. Specifically the Site is bound on the south by a private resident and 10th Avenue, on the north by the W-Line Light Rail/Dry Gulch, on the east by Ames Street/RTD Parking Garage/Sheridan Boulevard, and on the West by the existing Jody Apartments/Benton Street. Parcel 4 is reserved for Phase II.

Denver Regional Council of Governments (DRCOG) has recognized the Site's strategic location by designating it as a "catalytic site" along the W-Line Light Rail Line. As such, the Site is the subject of intense redevelopment analysis, with an emphasis on storm water retention, infrastructure needs, development potential and general public-private interface and strategies to implement a 20-Minute Neighborhood Concept that focuses on Employment, Amenities, Housing, Destinations, Mobility/Connectivity, and Healthy Living/Healthy Food Access all within a 20-minute walk from the Sheridan Station platform.

Additionally, the Jody Apartments and the Sheridan Station area immediately surrounding the apartments was the subject of an Urban Land Institute (ULI) Technical Advisory Panel (TAP) that occurred in January 2014, in which real estate experts strategized on how best to achieve effective real estate TOD development via on-site assessment, project analysis, stakeholder interviews and panel discussion. The TAP advisory panel was comprised of ULI Colorado

members who offered technical assistance and expertise and discussed options for approaching TOD development around this station platform. A final report is expected in March 2014 that highlights financing mechanisms, such as urban renewal districts and tax increment financing (TIF), to help support the construction of new public infrastructure that is badly needed to promote and accommodate the desired TOD development.

The NEWSED/ULC Jody Redevelopment Project was also part of a Housing Colorado Design Charette activity in 2011, at which a master site plan was created that revealed the potential to create approximately 300 mixed income housing units and 14,000 sq feet of retail/ commercial/ community space assuming all site assemblage occurs). NEWSED, ULC, RTD, the City of Denver, and the City of Lakewood all participated in this Master Site Plan activity along with several other development related professionals. RFP Respondents are encouraged to consider this preliminary master site plan in their submissions but are reminded that this site plan is very preliminary and has not been vetted through a formal City and County of Denver project concept review. Additionally, this master site plan includes other parcels not owned by ULC or NEWSED; ULC has site control of land on which the existing Jody Apartment is located as well as Parcels 2, 3, and 4 as referenced above. See preliminary master site plan (below).



Neighborhood:



The property is formally a part of the Villa Park Neighborhood in Denver and the Two Creeks neighborhood in Lakewood, and is situated along Sheridan Boulevard at the westernmost edge of the City of Denver and the easternmost edge of the City of Lakewood. Major cross streets are West Colfax Avenue & Sheridan Blvd. The area is a mixture of small single-family homes with commercial and retail services located on the major traffic corridors (Sheridan Blvd, West Colfax, West Alameda) built in the early to mid-1900s. The commercial and retail includes older small offices and shops and national quick service restaurants as well as single-family homes that have been converted for retail and commercial use. There are several low rise apartments in the general area.

Site improvements/Environmental:

The site is vacant with a 7% grade descending to the north. A regional detention pond that was designed to accommodate development of the subject site is located to the north of the RTD Sheridan Parking structure. Some additional detention may be required by the City of Denver based on changes that have occurred since Project was last presented.

The subject site was a part of a multi-family residential apartment complex prior to RTD ownership; it was acquired by RTD to construct an 800-vehicle parking structure which is now complete. The subject site is a part of the remnant land left after the parking garage was built. Please refer to Environmental Assessment Reports (Phase I) prepared by Molen & Associates (dated Jan 2, 2014) for additional information on historical use and known site conditions.

Utilities: Electric & Natural Gas – Xcel. Water/Sewer - City & County of Denver

Project: The Project consists of a Phase I LIHTC project, and may also include a Phase II in the future (to be determined); however, architect and consultant services will be contracted under this RFP for only Phase 1 at this time. A program outline is below.

Phase I will be 100% affordable “workforce” housing ($\leq 60\%$ AMI). Phase I will also be designed to incorporate community space at grade. Phase I consists of approximately 26,507 sf of land, on the west side of Ames Street that includes Parcel 2, Parcel 3, and approximately 4,900 sf of land located directly north of Parcel 3 (see site schematic below).

Parcel 2 is rectangular shaped and consists of 7,080 sq ft
Parcel 3 is rectangular shaped and consists of 14,527 sq ft
Plus approximately 4,900 sq ft to the north of Parcel 3

Although Phase II is not part of this scope, reasonable accommodations for Phase II will need to be considered in the design of Phase 1 to ensure that the two Phases are compatible (design compatibility as well as allowance for utilities, access, accommodation for zoning requirements, public space, etc.).



Construction: Phase I will consist of 62 apartments units and 3,000 - 5,000 sf community space in a new construction building. All parking will be subterranean structured parking. The construction budget for Phase I is estimated at \$9.6 million, with approximately 86,550 gross square feet.

Schedule: Design: The redevelopment project is anticipated to be funded, in part, via Low Income Housing Tax Credit financing. The Developer anticipates applying for LIHTC allocation in the second round 2014 (June) and will require Concept Drawings by May 1, 2014. The schedule beyond that will depend upon receipt of the LIHTC allocation award and financing timeline.

Contractor: NEWS ED/Burgwyn intend to select a general contractor following selection of the Design team, to allow for maximum contractor input during the design process.

Construction: A detailed project schedule will be developed; it is anticipated that the construction will take approximately 12 months from start to finish.

ARCHITECT TEAM SCOPE OF WORK:

The Architect is responsible to assist the Developer and ULC with a Due Diligence review and Programming, and to provide architectural services including Schematic Design, Design Development, Construction Documentation, and Construction Administration as further described below. The Architect is responsible to obtain proposals from Consultants, contract with Consultants (with Developer and ULC approval), and coordinate Consultant design efforts, documents, and submittals to Governing Authorities, as necessary to design, permit, and construct the Project. The Architect and Developer are responsible to organize and facilitate a series of public meetings to solicit public input in the design. Please include a breakout of Consultant fees in your proposal response.

General Architectural Responsibility

Programming

- Research comparable projects, and work with the Developer and ULC to develop a project program based on the above including uses, square footages, programmatic requirements, special relationships, and design goals for the project.

Concept Design

- Placemaking – Project plan must capitalize on the opportunity to maximize the transit-oriented development concept of the master site plan that promotes balance among mixed-income residential, commercial, retail, open space and the public-private interface.

Schematic Design

- Develop Schematic Design documents (site plans, floor plans, elevations, schematic consultant drawings, presentation renderings, and outline specs) for review with Developer/ULC, and submittal to Denver Zoning, if required.
- Assist Developer/ULC to establish Xcel Energy's Energy Design Assistance Program scorecard.
- Assist Developer/ULC to conduct a pricing exercise with potential Contractor(s) to establish market costs, and assess project for value engineering opportunities.
- Obtain preliminary Project Concept review comments from Denver Zoning (and affiliated agencies, including but not limited to CPD, etc.).
- Update the design to incorporate suggestions prompted by early-stage energy modeling and commissioning, as directed by Developer/ULC.
- Oversee, manage and coordinate consultants on design efforts, design documents, and submittals to Governing Authorities

Design Development

- Develop Design Development documents for further review by Developer/ULC for submittal to Governing Authorities.
- Assist in efforts to update Xcel Energy's Energy Design Assistance Program scorecard.
- Update the design to incorporate suggestions prompted by early-stage energy modeling and commissioning, as directed by Developer/ULC.
- Assist Developer/ULC to conduct a pricing exercise with General Contractor(s) to establish market costs, and assess value engineering opportunities.
- Oversee, manage and coordinate consultants on design efforts, design documents, and submittals to Governing Authorities

Construction Drawings

- Develop Construction Documents with Developer/ULC input; submittal to Governing Authorities for building permit.
- Review and respond to comments from Governing Authorities as required to obtain building permit
- Assist Developer/ULC in finalizing Xcel Energy's Energy Design Assistance Program scorecard.
- Assist Developer/ULC to conduct a pricing exercise to select final Contractor(s) and incorporate value engineering as necessary to finalize project documents and budget.
- Oversee, manage and coordinate consultants on design efforts, design documents, and submittals to Governing Authorities

Construction Administration

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- Attend weekly Owner-Architect-Contractor meetings to facilitate the construction of the project, respond to RFIs, assist with design conflicts/coordination, and maintain quality control and conformance.
 - Document all meeting discussions and key project decisions through written meeting notes; including tracking of outstanding issues
 - Attend monthly project team draw review meetings and lender draw review meetings; ensure that draw detail is in conformance with construction documents and current project activities; establish and maintain effective communications with Developer and Contractor.
 - Conduct periodic punchlists with Developer and Contractor, including final project punchlist.
 - Provide final oversight, letters of completion and review/approval of Contractor provided as-builts.

The design team will be expected to submit an initial concept sketch/master plan outlining how the design team plans to accommodate the programming goals outlined below. Typical program detail, such as gross and net square footage, building efficiency, etc., are expected to be included, as the RFP will be used to update the proforma and as the basis of a preliminary pricing exercise.

You may build upon the attached Master Plan or create a new one. Ideas include:

- **Phasing:** Phase I should anticipate future development and allow for as much flexibility as possible.
- **Parking:** The Developer intends Phase I to include a 1:1 parking ratio.
- **Public-private space:** NEWSED/ ULC desires to include approximately 3,000 – 5,000 sf of community space/retail space for nonprofit offices, and other community uses, i.e., gathering events in alignment with ULC’s Denver Shared Space Program. ULC is a founding partner of the Denver Shared Space Project (DSSP), a nationally recognized, public-private partnership that promotes best-practices in the creation and operation of shared space centers in Denver. DSSP equips nonprofits to effectively use a shared space approach, and supports shared space centers in achieving four key outcomes: (1) Affordability, (2) Stability of Tenancy, (3) Energy Efficiency, and (4) Intentional Collaboration. ULC strongly encourages that submissions incorporate space for the Denver Shared Space Program.
- **Light Rail:** the treatment of access to Sheridan Station Light Rail will be key
- **Walkability/20 Minute Neighborhood:** the treatment of the Project as a catalytic component of the 20 Minute Neighborhood efforts is key. The 20 Minute Neighborhood concept focuses on improved quality of life, ease of access to services, decreased air quality pollution, and improved opportunities for increased physical fitness and general health, as well as increased social interaction in the community. This is especially important in areas of low-income disadvantaged neighborhoods

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- where individuals are more susceptible to obesity, heart disease, diabetes, and other health challenges are common.
- **Sustainability:** The Developer and ULC focus intently on sustainability in their projects; and a Green Street was contemplated in the Master Site Plan. Concepts such as permeable surfaces and rooftop detention will be considered as long as their fit within the financial feasibility of project execution and are acceptable to the respective City of Denver and or the City of Lakewood Public Works departments. The final architectural / construction design shall incorporate ADA, Universal Design (as appropriate based on population), Green Building concepts, i.e., E- Star and Enterprise Green Communities /Xcel Energy's Energy Design Assistance Program, Xcel's certification, and other energy cost savings systems.
 - **Ames Street and 11th Avenue:** During its construction of the Sheridan Parking Garage RTD relocated Ames Street to its current location. The street currently meets basic City of Denver design criteria for emergency purposes, but we anticipate that development plans must include complete design of Ames Street to fully meet City Design criteria for a fully operational street. Note: Although not directly impacting the subject site, the southernmost 200 ft of Ames Street is located in the City of Lakewood and may have different street design standards.
 - **Existing Jody Apartments:** The Developer and ULC anticipate that once the new affordable apartment project is constructed, the residents of the existing Jody Apartments will be invited to relocate to the new project. The existing apartments will become obsolete and be demolished to make way for future development as part of the Master Site plan.

FEES:

- **Consultant fees:** Please include a full detailed schedule of fees for Phase broken out into Concept, Schematic Design Documents, Design Documents and Construction Documents phases, and a not-to-exceed reimbursable budget.
- **Reimbursable expenses:** Include a not-to-exceed reimbursable amount for all documents, mileage, and other anticipated fees for the Architect and the Consultants. To the extent possible, these reimbursable should be at cost with no mark-up. All reimbursement requests must include copies of all contractor invoices and detailed descriptions of the amounts for services rendered, dates of performance, and amounts and descriptions of reimbursable and allowable expenses, i.e., timesheets or payroll reports, receipts for direct cost and copies of invoices/checks made to subcontractors.
- **NOTE:** Up to \$190,000 of Architectural and Engineering services will be funded by the Sustainable Communities Regional Planning Grant. For the work funded by this source must be completed no later than December 31, 2014. The Architect and Engineer will deliver final detailed presentation product that can be easily understood by a variety of



audiences, however, specific requirements of the finished product may evolve through the planning process. The tasks involve, but may not be limited to, the following:

- Lead project conceptual review process with the City of Denver and prepare all documents that lead to formal site submittal.
- Participate in meetings with various stakeholders

Deliverables include final report containing the following:

- Create a project plan that capitalizes on high density transit-oriented zoning and incorporates green building concepts and smart urban design.
- Develop a design that incorporates building energy performance goals.
- Prepare Grading Plan, Drainage Plan, and Utility Plan to connect to and complement existing master site plan re: sanitary sewer, water quality, and storm sewer detention plans, with consideration of impact to future development.
- Develop project site plan that complements all modes of transportation, to integrate into master site plan.

NOTE: Final payment will not be issued until receipt and acceptance of final report that includes the previously referenced deliverables.

INSURANCE REQUIREMENTS. The Contractor, prior to commencing work, shall provide at his own cost and expense, proof of the following insurance to Urban Land Conservancy, NEWS ED, and the City of Lakewood. Such insurance shall be obtained from financially responsible insurance companies, licensed in the State of Colorado and acceptable to Urban Land Conservancy, NEWS ED and the City of Lakewood. Prior to cancellation of or material changed in any required policy, a minimum of Thirty (30) days written notice shall be given to Urban Land Conservancy, NEWS ED, and the Purchasing Division of the City of Lakewood by means of registered mail, return receipt requested. All notices shall name the Contractor and identify the Project and/or RFP number (if provided).

Required Coverage:

- A. Professional Liability/Errors and Omissions in an amount not less than \$1,000,000.
- B. Worker's Compensation in accordance with the Worker's Compensation Act of the State of Colorado.
- C. General liability insurance with minimum limits of ONE MILLION DOLLARS (\$1,000,000) per each occurrence, plus an additional amount sufficient to pay related attorneys' fees and defense costs.
- D. Comprehensive Automobile Liability insurance with minimum limits for bodily injury and property damage of not less than ONE MILLION



DOLLARS (\$1,000,000) per each occurrence, plus an additional amount sufficient to pay related attorneys' fees and defense costs, with respect to each of the Contractor's owned, hired or non-owned vehicles assigned to or used in performance of this contract.

The policies required by paragraphs (C) and (D) above shall be endorsed to include the Urban Land Conservancy, NEWSED, City of Lakewood and the three entities officers and employees as additional insureds. Every policy required above shall be primary insurance and any insurance carried by Urban Land Conservancy, NEWSED and the City of Lakewood, its officers, or its employees, or carried by or provided through any self-insurance pool of the City of Lakewood, shall be excess and not contributory insurance to that provided by the Consultant.

A Certificate of Insurance shall be provided at the request of Urban Land Conservancy, NEWSED, or the City of Lakewood.

PRE-SUBMITTAL CONFERENCE AND SITE VISIT

A site visits will be conducted to tour the site and answer questions on **March 18, 2014 at 10:30 am. (time)**.

Any questions posed after the site visit must be submitted in writing to Ray Stranske/Debra Bustos (contact info below) by **March 21, 2014**, with a subject line: 10th & SHERIDAN RFP QUESTION; responses to all questions will be distributed to all respondents.

NEWSED/ULC will make available the following reports as part of this RFP **via the following Dropbox link**. Please contact Ray Stranske/Debra Bustos (contact info below) to inquire about additional information that may be available.

LIST OF ALL DOCUMENTS AVAILABLE VIA DROPBOX:

<https://www.dropbox.com/sh/f40vnkw543lsir3/WbYuNyMXjM>

- 1) Site Area Photos
- 2) ALTA Survey (Note: please see note on Charette Power Point)
- 3) Phase I Environmental Report
- 4) RTD Geotechnical Report
- 5) Denver Sheridan Station Area Plan
- 6) Lakewood Sheridan Station Area Plan
- 7) Design Charette master site plan (**Phase 1a as referenced in the PPT is the subject of this RFP**)

please note: PPT also reflects planning for adjacent parcels not owned or controlled by NEWSED/ULC)



DOCUMENTS NOT AVAILABLE AT THIS TIME

The following documents will be available mid to late April for reference as the project moves forward

- A. 20 Minute Neighborhood Implementation Report
- B. ULI Technical Advisory Panel Report – Sheridan Station

SELECTION CRITERIA

The primary objective of this Request for Proposals is to select a qualified architectural team experienced in developing TOD related affordable housing projects. The architectural team should meet the following basic qualifications in order to be considered for this project:

- 1) Demonstrated experience in the design of affordable housing as a part of a mixed-income mixed-use projects in the Denver metro area, with a specific focus on transit-oriented development, Green Building and community non-profit space
- 2) Demonstrated experience working in diverse socio-economic neighborhoods in the Denver metro area
- 3) Demonstrated staff capacity and financial capacity to undertake the project described
- 4) Documented plan that demonstrates the participation of local, small, disadvantaged and minority and women owned firms in the solicitation process including prime/subcontractor relationships, joint ventures and/or strategic alliance partnerships. You may also include information on small, disadvantaged, minority and women owned businesses in your supply chain.
- 5) Demonstrated ability to commence work upon selection and completion of contracting process; all work funded under the Sustainable Communities Regional Planning Grant must be completed by December 31, 2014
- 6) Compliance with all Federal Requirements as referenced herein.
- 7) Demonstrated prior knowledge of the site (listed in Exhibit “A”)

SELECTION PROCESS

All submissions will be reviewed by Developer/ULC development staff members and three members representing the West Line Corridor Collaborative to identify those that best align with vision for the site. The selection team will evaluate all submissions, consider the qualification of the team members, and determine whether the submission complies with Developer/ULC/City requirements. An interview with at least two architect teams will be held. The project will be awarded to the most responsible firm with a proposal most advantageous to the program with price and other factors considered.



Developer/ULC may enter negotiations with a selected architectural team. Should those negotiations prove unsuccessful, negotiations may commence with another architectural team or Developer/ULC may choose to solicit additional proposals.

Developer/ULC, in its sole discretion, may negotiate with any architectural team who is not a respondent or conduct any other action as it may decide is warranted. Developer/ULC reserves the right to accept or reject any or all Proposals. **Please note that Lakewood and DRCOG's prior written consent must be obtained prior to the final award of the selected Architectural team.**

CONTENT OF SUBMISSIONS

Interested parties should submit eight (8) bound copies (prefer 11x17 drawings) of the following documents by the referenced deadline. Also include one electronic copy of the Submission in PDF format on a compact disk or flash drive. All Submissions shall be marked: 10th & SHERIDAN ARCHITECTURAL PROPOSAL

- Statement of Interest
- History - Short description of the history, mission, and company goals; organizational chart
- Statement of Architectural Team Qualifications – Information on key team members; company resume(s) referencing experience with similar projects completed within the past 10 years. Please include a few samples of projects completed with similar program components, i.e., unit mix, size, total development costs. Include information on how you intend to address the MWBE requirement.
- Design - Basic 11 x 17 bound concept drawings detailing a preliminary proposed site plan/development concept for subject site.
- Schedule - General design schedule (SD, DD, CD)
- Description of team's capacity to pursue this project – List projects completed and in progress; please reference current status
- Outreach - Describe your experience effectively working with community constituents to solicit community feedback/support for proposed project plans.
- Affidavit stating that no member of the proposed architectural team, or its agency principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency
- Insurance - Evidence of Professional Liability Insurance and Workers Compensation Insurance
- Legal - List any litigation in which the firm or any team member has been named as a defendant during the past five years; current status
- References from clients/partners for similar type projects



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- Provide Sample invoice
 - Acknowledgement that you understand and agree to abide by and incorporate required Federal language in contracts with all consultants and subcontractors as referenced below.

Since a portion of this contract is supported with HUD funding, this RFP is subject to all associated Federal Requirements as referenced below. The same language will become a part of the final contract executed with the selected Architect, and must also be included in any contracts with subcontractors:

- **Minority and Women’s Business Enterprises.** In complying with HUD instructions made pursuant to Executive Order 11625, 12432, and 12138 incorporated herein by reference, to foster and promote minority and women’s business enterprises and with 24 CFR Section 85.36(e) to award a fair share of sub-contracts to small and minority and women’s businesses, the Contractor shall maintain documentation of its efforts to assure small and minority and women’s businesses are considered and used where possible as provided for under 24 CFR Section 85.36(e) which is incorporated herein by reference.
- **Debarred or Suspended Contractor.** The Contractor shall not directly or indirectly use funds to employ, award contracts to, or otherwise engage the services of, or fund any contractor during any period of debarment, suspension, or placement in ineligibility status under the provisions of Executive Order 12549 and 24 CFR 85.35. The Contractor shall submit evidence that any and all sub-contractors and sub-contractor ownership information and confirmation of their registration in the System of Awards and Management (www.sam.gov) within ten (10) working days after a contract or understanding has been executed or reached between the Contractor and subcontractor.
- **Equal Opportunity Employer.** The successful offeror will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability or national origin. The successful offeror will take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, age, sex, disability, or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The successful offeror agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of the Equal Opportunity Laws.
- **Americans With Disabilities Act.** The Contractor shall be in compliance with the appropriate area of the American with Disabilities Act of 1990 as enacted and from time to time amended and any other applicable federal regulation. A signed, written certificate

stating compliance with the Americans with Disabilities Act may be requested at any time during the life of this contract or subsequent amendment.

- **Prohibition Against Employing Illegal Aliens.** (This section shall not apply to an individual person who does not hire employees to perform this contract.) This paragraph shall apply to all Contractors whose performance of work under this Agreement does not involve the delivery of a specific end product other than reports that are merely incidental to the performance of said work. Pursuant to Section 8-17.5-101,C.R.S., et seq., Contractor represents and agrees that:

A. Unlawful Employees, Contractors and Subcontractors. Contractor shall not knowingly employ or contract with an illegal alien to perform work under this Contract. Contractor shall not knowingly contract with a subcontractor that:

- a) knowingly employs or contracts with an illegal alien to perform work under the subject Contract or
- b) fails to certify to the Contractor that the subcontractor will not knowingly employ or contract with an illegal alien to perform work under the subject Contract.

B. Verification Regarding Illegal Aliens. Upon entry into a new contract or renewal of a contract for services Contractor will verify through participation in either the E-verify Program or the Department Program of the State of Colorado that Contractor does not employ any illegal aliens. If Contractor chooses to use the Department Program, Contractor shall complete a "Notice of Participation in the Department Program for Public Contracts for Services" and distribute said notice to the Colorado Division of Labor and the City.

If Contractor has chosen to use the Department Program, and if, during the contract period, Contractor hires an employee who is newly hired for employment to perform work under the contract, Contractor shall, within twenty days of hiring an employee, affirm that Contractor has examined the legal work status of such employee, retained file copies of the documents required by 8.U.S.C. 1324a, and not altered or falsified the identification documents for such employees. The Contractor shall provide a written, notarized copy of the affirmation to the City of Lakewood.

C. Limitation Regarding E-Verify Program and Department Program. Contractor shall not use either the E-verify Program or the Department Program procedures to undertake pre-employment screening of job applicants while performing this Contract.



D. Duty to Termination a Subcontract; Exceptions. If Contractor obtains actual knowledge that a subcontractor performing work under this Contract knowingly employs or contracts with an illegal alien, the Contractor shall, unless the subcontractor provides information to establish that the subcontractor has not knowingly employed or contracted with an illegal alien:

(a) notify the subcontractor and the City within three days that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien; and

(b) terminate the subcontract with the subcontractor if, within three days of receiving notice that the Contractor has actual knowledge that the subcontractor is employing or contracting with an illegal alien, the subcontractor does not stop employing or contracting with the illegal alien.

E. Duty to Comply With State Investigation. Contractor shall comply with any reasonable request of the Colorado Department of Labor and Employment made in the course of an investigation pursuant to C.R.S. 8-17.5-102 (5).

F. Damage for Breach of Contract. In addition to any other legal or equitable remedy Urban Land Conservancy, and the City of Lakewood may be entitled to a breach of this Contract, if Urban Land Conservancy, and the City of Lakewood terminates this Contract, in whole or in part, due to Contractor's breach of any paragraph in this Section, Contractor shall be liable for actual and consequential damages to the City.

G. Certification. Prior to executing contract, the Contractor shall certify that it does not knowingly employ or contract with an illegal alien who will perform work under the contract and that the Contractor will participate in the E-verify Program or the Department Program in order to confirm the employment eligibility of its employees.

H. Davis-Bacon. Davis-Bacon does not apply to this contract.

CLOSING DEADLINE

Eight (8) hard copies of Proposal must be delivered no later than April 4, 2014 by 5 pm to:

2 copies to: Ray Stranske Director of Housing Programs NEWS ED
901 W 10th Avenue, 2A Denver, CO 80204
(phone) 303.534.8342 x 101 rstranske@newsed.org

3 copies to: Debra Bustos Vice President of Real Estate Urban Land Conservancy
305 Park Avenue West, Suite B Denver, CO 80205
(phone) 303-377-4477 x 24 dbustos@urbanlandc.org

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Community Development
Corporation



3 copies to: Roger Wadnal, City of Lakewood Comprehensive Planning & Research Div Mgr
480 South Allison Parkway Lakewood, CO 80226
(phone) 303-987-7519 rogwad@lakewood.org



TIMELINE:

Request for Proposals Announced	March 14 2014
Site Visit	March 18, 2014 @ 10:30 am
Q&A Period Deadline	March 21 2014
Proposals due	April 4, 2014
Short List Announced	April 8, 2014
Interviews	April 11, 2014
DRCOG Approval	April 14, 2014
Contracting Process	April 15, 2014
Schematics for LIHTC due	May 15, 2014

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