



## REQUEST FOR PROPOSAL

Habitat for Humanity Portland Region  
1478 NE Killingsworth St. PO Box 11527  
Portland OR 97211 Phone: 503-287-9529

**PROJECT NAME:** Carey Blvd. Site

**PROJECT LOCATION:** 6631 N Syracuse St, 6623 N Syracuse St, 6702 N Syracuse St,  
7235 N. Minerva Av, 6634 N. Oberlin St

**PROJECT DESCRIPTION:** 3.016 vacant acres, 11 tax lots

**SCOPE OF WORK:** **Architectural Design Services with client input to:**  
Design site and building plans, and incorporate design features  
based on Habitat's preferences on sustainable building practices  
and energy conservation

**DATE OF WORK:** Permit application by **May 1, 2024**  
Permit approval to start site work by **February 1, 2025**

**PROPOSAL/ BID DUE DATE:** **6:00pm PST on April 28, 2023**  
Email responses to: [procurement@habitatportlandregion.org](mailto:procurement@habitatportlandregion.org)

Optional **MS Teams meeting Thursday 4/13 @ 1pm** to answer questions.  
Email [ian.gallager@habitatportlandregion.org](mailto:ian.gallager@habitatportlandregion.org) if you are interested.



## I. INTRODUCTION

Habitat for Humanity Portland/Metro East dba Habitat for Humanity Portland Region (Habitat) has developed this Request for Proposal (RFP) to help organizations and contractors bid on specific scopes of work for the construction of Habitat homes.

Because Habitat is currently building 50-100 homes per year, there are ongoing opportunities for firms that can consistently demonstrate excellent performance and the abilities to achieve economies of scale. Since 1981, we have built over 250 homes in the Portland area (Washington County, Multnomah County and northern Clackamas County). Our commitment to building decent, affordable single and multifamily housing harnesses the good will of over 3,500 volunteers per year.

For more information about Habitat's mission and approach, as well as photographs of completed homes and details on our programs and projects under construction, visit our web site at <http://habitatportlandmetro.org/our-builds/>.

Habitat, as General Contractor and Owner, solicits bids for the procurement of construction-related materials and subcontracted services. Habitat makes a good faith effort to include all interested parties in the bidding process. Habitat maintains a list of vendors and solicits RFP responses. In addition, Habitat advertises RFPs for construction projects on industry websites and in industry publications. RFPs are available at <http://habitatportlandmetro.org/our-builds/bid-opportunities/>.

## II. CONTRACT STRUCTURE

Habitat for Humanity Portland/Metro East dba Habitat for Humanity Portland Region (Habitat) will serve as Owner/Developer and General Contractor for this project. If selected, Respondent firm will enter into a contract with Habitat to provide professional design services for the scope of work outlined in Exhibit A of this RFP. The contract will be the standard AIA B109 Owner-Architect Agreement for Multi-Family Residential or Mixed-Use Residential Project, modified to reflect that Owner and General Contractor are the same entity.

Firm contracted for Architectural design services will be expected to coordinate with Habitat retained consultants, which may include, but are not limited to: structural, envelope, and other specialty consultants as identified during initial design. Habitat has retained AKS Engineering for civil, survey, landscape and land use for this project. Proposed project schedule may indicate contracting dates for Owner to meet.



### III. PROCUREMENT PROCEDURE

#### A. Respondent Instructions

Respondent must submit Proposal per instructions below in order to be considered. Incomplete or late proposals will not be considered. Proposals should be submitted electronically in PDF format.

The following materials should be included with RFP response:

1. RFP Response pages (3), completed and signed
2. Additional Proposal materials, optional

#### B. Evaluation Criteria for Contract Award:

Selection for provision of professional services shall be made by evaluating the following factors:

1. Demonstration of capacity to work within project timeline, including preparing to submit for building permits by May 1, 2024
2. Related experience in design of housing types shown in the concept, affordable housing experience and past performance with projects located in the City of Portland
3. Proposal that balances fee and effectiveness of scope of services/proposed fee
4. Extent proposal leverages the Habitat Owner –GC contract structure, and/or Respondent qualifications in design-build or other applicable team structure
5. Qualification as MWDESB firm and/or subcontractors that are part of the team
6. Overall cost of Vendor's proposal

Habitat for Humanity reserves the right to:

1. Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor
2. Accept other than the lowest priced offer, and/or
3. Award more than one contract.



## Exhibit A

### Project Description:

Habitat is currently working with the City of Portland to transfer this property in order to build housing on this 3.016 acre site. The site is composed of vacant land on 11 tax lots zoned R5 and one tax lot zoned R2. The site is bordered on the north by the Peninsula Trail and a steep embankment to the adjacent rail line. A competitive RFP process was held by the City of Portland in December of 2022 to distribute Metro Housing Bond funds to subsidize construction of units on this property as well as transfer the surplus property to the awardee. As part of this proposal process Habitat developed a concept for the site that included 53 attached units (duplexes and triplexes) in a condominium development, preserved a number of established trees (one heritage tree) on the property, provided open space and parking for residents. The site is being developed as a Safe Rest Village site by the City of Portland as an interim use until the property is transferred to Habitat. Because of the short proposal time line no early assistance meetings were possible with the City.

The selected contractor will need to work closely with the AKS team to understand the land use challenges, create safe and efficient egress to the development site and provide livable private and public open space. The site is oddly shaped and will require a creative approach to siting the housing units and providing access. Several background studies are currently being conducted: archeological, survey, Phase 1 Environmental and a preliminary geotechnical study will be completed with the next month.

The project will likely need to go through an Early Assistance meeting to confirm the site plan will meet all competing bureau requirements, as well as some element of community engagement with stakeholders through PHB and N/NE Preference Policy. We also expect to go through a land use process. The priority once the architect is hired will be to work with AKS to map out a timeline through site plan concept, early assistance, and land use review, so we can determine a realistic schedule for design, permitting, and project completion. Our big areas of uncertainty include public works, fire requirements, tree requirements, and density / building type requirements. In order to achieve the required density, we think attached housing is necessary. But according to PHB, the N/NE preference policy stakeholders want detached housing.

### Project Schedule:

- Permit application submittal by May 1, 2024
- Permit approval to start site work by February 1, 2025

### Scope of Work:

The following comprises the contract scope of work to be performed by, or under the direct supervision of, a professional, registered Architect, R.A Architectural Basic Services including:

- Work in conjunction with civil engineering firm selected by Habitat for Humanity (AKS Engineering). Coordinate all facets of design with civil engineering firm to avoid design conflicts in grading, elevation, retaining walls, roads, and underground utilities. Work in conjunction with AKS land use planning team and landscape architect.



- Site Plan - preliminary and final layout
- Structural and seismic drawings
- Schematic design set.
- Design/build coordination with electric, plumbing, and mechanical design trade partners that Habitat for Humanity hires to provide design services to optimize the MEP locations and performance of each floor plan on the project.
- Design development to include incorporating the information into the Architectural drawings the decisions made by Habitat for Humanity and in conjunction with the MEP based on design/build.
- Construction drawing set for permit submittal.
- Construction administration of homes while under construction to address RFIs.
- Provide final contract with Habitat for Humanity per modified AIA standard contract, AIAB109 Owner-Architect Agreement.

**Documents included with RFP:**

Preliminary site plan and elevations submitted as part of the RFP award process

City of Portland- Arborist report

City of Portland Safe Rest Village Concept (Temporary Use)

Sample home floor plans (for reference only)

HFHPR Design Considerations

HFHI US Accessibility Standard



## RFP Response

Organization's registered name (Corporate, DBA, etc.):

CCB #:

Federal Tax ID #:

Name of Principal:

Phone:

Email:

Mailing Address:

In response to this RFP, vendors should indicate whether the following apply:

Do you employ low-income, Section 3 residents (People who earn less than 80% of the Area Median Income)?

Yes                  No

Do you employ State registered apprentices?

Yes                  No

Are you Certified DMWESB? Please check all that apply:

DBE                  MBE                  WSB                  ESB

Certification Number(s):

I, the undersigned, hereby certify I have read the full RFP document and attachments; and have the authority to represent the Firm or Organization listed above:

Signature:

Date:



*Please complete the following two pages and submit, along with supporting materials, by the RFP deadline.*

**Proposal Narrative:**

Please provide narrative proposal encompassing proposed scope of work, list of considerations, and contract structure. Please provide narrative as attachment in PDF format.

**Design Team Qualifications and Key Personnel:**

Please list all proposed consultants, as applicable. Please provide supporting information for proposed consultants as attachments in PDF format.

Firm name: % of Fee, Approx. range: Services to be provided:	
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Firm name: % of Fee, Approx. range: Services to be provided:	
Firm name: % of Fee, Approx. range: Services to be provided:	



**Proposed Project Schedule**

Please provide proposed project schedule for completing work, especially developing preliminary site plan. It is recommended to include timelines for Owner-Architect meetings and Owner decisions required to keep project on track. Please provide schedule as attachment in PDF format.

**Proposed Fee Schedule**

Please provide total proposed fees below. Please provide itemized breakdown of fee proposal as attachment in PDF format.

Fee – Architectural Design Services	
Fee – Architect Retained Consultants	
<b>TOTAL PROPOSED FEE</b>	