

REQUEST FOR QUALIFICATIONS (RFQ 2023-01)  
Architect/Engineer and Related Services  
Jackson Housing Authority (JHA)

The Jackson Housing Authority on behalf of itself and its non-profit entities of interest Tennessee Housing Development Corporation (THDC), is seeking qualified firms to assist in the development & design of new construction of or rehabilitation if needed of low income family housing units and related facilities as well as physical assessments, energy audits, and other studies that may be required to develop and design viable construction, rehabilitation and/or repair projects. This will be a Master Professional Services Contract for one calendar year with annual renewal options at the discretion of the Authority for a maximum of three years.

Work under this effort will be awarded as a competitive negotiation contract for a Firm Fixed Price or an Indefinite Delivery Order contract. The exact scope of the work will be further defined as projects are developed and selected for accomplishment.

Qualified firms will have knowledge of Housing and Urban Development (HUD) rules and requirements related to low-income housing projects. HUD Rental Assistance Demonstration (RAD) program. Knowledge of Low-Income Housing Tax Credit (LIHTC) specifically on THDA projects and HUD Mixed Finance requirements and programs is required. Knowledge of HUD – UFAS, ADA and ANSI requirements.

Note: Architect will lead an Integrated design process including engineering firms, GC and likely subcontractors.

Interested firms should submit their Qualifications by email (**preferred, in PDF format**) noted “JHA RFQ AE Services” in the subject line of e-mail addressed to [totokiti@jacksonha.com](mailto:totokiti@jacksonha.com) and copy [mreid@jacksonha.com](mailto:mreid@jacksonha.com) by **Wednesday March 15, 2023 at 3:00pm local time**.

There must be a cover letter signed by a person authorized to bind the firm. Provide the name, address, office and cell phone number and e-mail address of the primary contact for your submission. The following criteria (assigned point value annotated) must be outlined in your submission.

- (1) Your company’s experience in HUD and LIHTC project design, as well as knowledge of City of Jackson, State of Tennessee and federal building codes and associated requirements. **50 points**
  
- (2) The qualifications of your proposed team outlining the function of each team member. Include sub-consultants (mechanical, electrical, structural, civil, landscape, survey, other) if/as appropriate. **20 points**

(3) Availability of team members to include the company current workload schedule. Your commitment to devote manpower to JHA should be included in this section. **15 points**

(4) Provide name, title, surface and email address, and phone number of three (3) references that are familiar with your experience. Specifically, any experience related to HUD & LIHTC projects must be within the last five (5) years. ALL experience listed should be within the last five (5) years. **15 points**

(5) Provide information on how your fee schedule is typically structured. 0 points

(6) Provide proof of licensing in the State of Tennessee and a copy of a current Certificate of Insurance.

It is anticipated that additional support will be needed under this contract for LIHTC/Bond applications/Mixed Finance Proposal, RAD, Real estate settlement and close out assistance in the completion of the 8609 LIHTC forms.

Qualifications may be withdrawn on written request. Qualifications may not be withdrawn after the due date of submission. Submittals are binding for 90 days after the due date subject to an agreed upon extension. YOU ARE ENCOURAGED TO KEEP YOUR SUBMITTAL SIMPLE AND TO THE POINT. EXTENSIVE PHOTOS OF PAST WORK IS DISCOURAGED. Each submission will be evaluated using the criteria above. JHA will enter into price negotiations with the best qualified firm. JHA reserves the right to reject any and all offerors.

Any questions from potential offerors concerning this RFQ must be submitted by email, directed to Ted Otokiti at [totokiti@jacksonha.com](mailto:totokiti@jacksonha.com).

**All requests must be received by 3:00 p.m. local time on Wednesday, March 8, 2023.** There will be no response to requests received after that date and time. **There will be no pre-proposal conference.**

The work under this contract will be funded in part or total with financial assistance from the U.S. Department of Housing and Urban Development. Offerors are hereby notified to carefully familiarize themselves with all applicable conditions and requirements as listed, in part below:

HUD -5369-B

HUD-5369

HUD-5370-C

HUD-51915 Proposed AE Contract

(Offerors may pull the forms from [www.hud.gov](http://www.hud.gov) or they may be forwarded to you upon request)