



Newtown CDC

**Request for Proposals for
Architectural, Engineering, and
Associated Design Services**

for

**Danelle Plaza Housing
3400 South Mill Avenue, Tempe, AZ
Mixed-Income, For-Sale Housing**

April 2018

Point of Contact for this RFP:

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Newtown Background

Mission

Newtown's mission is to increase the supply of permanently affordable housing while developing and supporting homebuyers through innovative programs and partnerships.

History

Newtown Community Development Corporation (Newtown) is a Tempe-based 501 (c)(3) nonprofit corporation established in 1994 by community members to address concerns about housing, neighborhood preservation, sustainable development and diversity. We help people across the valley with Homebuyer Education and Homeownership Counseling, Down Payment Assistance, Financial Coaching, Foreclosure Prevention, and operate Arizona's largest Community Land Trust, ensuring the long-term affordability and viability of our homes.

Newtown has grown significantly since it began serving residents in northwest Tempe. Homeownership counseling, financial coaching, financial literacy, homebuyer education and Individual Development Accounts are now provided to clients throughout the Phoenix metro area. Services are provided from Newtown's office and through various collaborations, from locations in Chandler, Mesa, Phoenix, Scottsdale and Tempe. Newtown is a HUD-Approved Housing agency (since 2008) and has adopted the National Industry Standards for Homeownership Education and Counseling.

Over 11,500 households have completed a Newtown homebuyer class or workshop; over 3,500 have participated in homeownership counseling; 761 have purchased a home; over \$5.9 million in IDA match funds helped 441 low-income households buy their first home; and over 1,700 households received foreclosure prevention services.

Newtown has developed 133 permanently affordable homes through its Community Land Trust. Total development costs are \$25 million (approximately \$10 million federal funds and \$15 million private loans and other funds). Newtown holds CLT land worth around \$6.5 million.

Project Background

Danelle Plaza redevelopment represents a unique and transformative opportunity for infill development of mixed-income homeownership opportunities in the heart of Tempe. The area is a high-opportunity area convenient to many amenities, including transit, parks, library, job centers, quality schools, grocery stores, parks and more.

Danelle Plaza is a commercial/retail shopping center that was originally developed as a commercial condo in the 1960s. The center is approximately 14.54 acres in size, comprised of 6.84 acres of building area surrounding a 7.7 acre commonly owned parking lot. Roughly half of the building area was never developed and remains as vacant land. The site, with few exceptions, has struggled to retain tenants and shows significant wear and tear and disinvestment since the last building was erected in the early 1980s. The City of Tempe has been working in Danelle Plaza to encourage redevelopment for more than ten years. In that time, the City purchased 3.14 acres of vacant and underutilized parcels using Federal Community Development Block Grant funds with the intent of leveraging this investment to create new affordable housing and spur the revitalization of the remaining commercial

components in Danelle Plaza. The City replatted these non-contiguous lots into one larger lot in hopes it could be redeveloped following an RFP process. Newtown was the successful respondent to the City's 2017 RFP and has been diligently pursuing predevelopment activities to support this shared goal of new affordable housing and revitalization of the center.

The Danelle Plaza Housing project will feature approximately 100 homes, at least half of which will be priced to be affordable for families making less than 80% of the area median income. The remaining will be available at market-rates. The homes themselves are envisioned to come in a variety of sizes; with a mix of attached product and multistory condominium flats. The affordable homes would also be added to Newtown's Community Land Trust, keeping them permanently affordable and growing Tempe's inventory of Community Land Trust homes. The intent is to attract a mix of residents, including young professionals, couples, families, and seniors. It is intended that, to the greatest extent possible, the affordable homes will be "affordable by design" as well as be visually indistinguishable from the market-rate homes.

Bringing homeownership opportunities to Danelle Plaza is part of a greater vision for the neighborhood and Tempe as a whole to create a "20-minute City" – where the area where one lives connects with 'vibrant, mixed-use hubs that not only provide for daily needs, but function as social gathering places for residents and visitors.' Danelle Plaza is uniquely situated to meet the needs of new residents, as well as to expand its offerings to residents in neighborhoods nearby. The property is located a 2-minute bike ride away from two important north/south bike-friendly streets, as well as within a half-mile of 8 bus lines with convenient service to Downtown Tempe and Light Rail, as well as express routes to Downtown Phoenix.

The overall proposed redevelopment plan features a human-scaled community centered on walkable space. Sidewalks will connect the various areas with streets and parking occupying a secondary, supporting role. The housing is intended to incorporate into the commercial plaza without turning its back on it. The Plaza is also home to a number of art events, both with live music and visual arts, which this project intends to support by design, as a type of "suburban retrofit."

Preliminary site planning has been performed, which will act to inform the subsequent, final site planning.

Request for Proposals

Newtown Community Development Corporation (hereinafter referred to as Newtown) is requesting proposals from Architectural and/or Engineering (A&E) firms to furnish architectural (including landscape) and engineering (structural, mechanical, electrical, plumbing, and civil engineering) services for the Danelle Plaza Housing project.

The purpose of this Request for Proposals is to select a qualified design team to provide professional services and perform any requirements necessary to investigate and access all work, prepare cost estimates, develop plans and specifications, and provide construction administration and inspection services.

Preference will be given to local firms in or near Tempe with experience in sustainable building practices; affordable new construction; for-sale housing; mixed-income development; and

traditional neighborhood design. Experience working within the Tempe community is desirable.

Project Description

The Danelle Plaza Housing project will include architectural and engineering services for the new construction of clustered mixed-income, for-sale housing on approximately 5.7 acres of real property located in Tempe near Mill and Southern Avenues. The address is 3400 South Mill Avenue. The property is proposed to be rezoned PAD with 3-story maximum height and possible non-residential space. Newtown estimates constructing a mix of 2, 3, & 4 bedroom homes from approximately 100-125 units.

The mix of the development is intended to be approximately 30% Two-bedroom homes, with the remainder Three- and more bedroom units. A minimum of 51% of the units must be affordable to purchase to families earning below 80% of the Area Median Income (AMI). It is intended that the units that are affordable will be as 'affordable by design' as possible to minimize subsidy, while minimizing external differences between affordable and market-rate homes to maximize project cohesion.

The property is within the Alameda Character Area Plan and is projected to be 'Medium to High Density' (up to 25 du/acre) in the 2040 Tempe General Plan.

Preliminary site planning has already been completed to determine potential unit mix, relationships, and density. While the site plan indicates our general intent, it is not final.

Design priorities include quality, durability, energy efficiency, sustainability, cost efficiency, integration into the surrounding area, and accessibility.

Scope of Work

In addition to the requirements below, the selected firm will be required to participate in public hearings and presentations to local agencies and community groups as needed.

The selected firm will be required to provide the following Scope of Work:

1. Review and evaluate site planning for the development of the aforementioned site.
2. Prepare space program and preliminary concept diagrams based upon proposed zoning.

Upon completion and approval of steps 1-2, Newtown will provide authorization to proceed to Schematic Design phase of work (below).

3. Prepare alternative Schematic Designs to demonstrate the mass, scale, and style of the proposed project as well as its conformance to the architectural program. The architect will also prepare an itemized cost estimate from the accepted schematic design. The architect will prepare a Schematic Design Report indicating the preliminary material selection, conceptual design attributes, floor plans, site plan, elevations, and building systems. Architects will work with Newtown to provide unit designs that meets the needs of the potential owners.

Upon completion of Schematic Design and review of cost estimates, Newtown will provide authorization to proceed to Design Development phase of work (below).

4. Prepare Design Development drawings to determine the final type of building materials, floor plans, site plan, elevations, building systems, specifications, building sections and details, and other information that will describe the design. Architect will work with Newtown to determine the most effective method for obtaining detailed cost estimates for project at this stage of design (either through general contractor pre-construction services agreement or through third party cost estimating service).

Newtown will determine the appropriateness of the work and give notice to proceed with the Construction Document phase of work (below).

5. Prepare Contract Documents including drawings and specifications for bidding or negotiations. Documents should be complete for competitive bidding and estimating. The construction of the arts facility could be by public bid or negotiation. Building options will be explored with the architect for recommendations. If the construction bids are reasonable and within the building budgets, Newtown will approve the bids and award the contract for construction.
6. The selected firm will be responsible for all building permits.
7. Site observation during construction shall be the responsibility of the architect. Periodic site visits shall be made to insure that the design intent is incorporated into the construction of the building. Periodically and at the end of construction, the architect shall perform construction reports of construction progress and punch lists of building deficiencies.
8. The architect shall complete "as built drawings" for Newtown at the end of construction. The "as built drawings" shall accurately reflect the existing construction of the Newtown buildings.
 - a. A digital copy of all AutoCAD files (including any external references) related to the project. Also include a single drawing file that contains all basic, cleaned-up floor plans.
 - b. One (1) full-size set of as-built construction documents *and* one (1) half-size set of as-built construction documents

Preliminary Schedule

The preliminary schedule for the development and construction is outlined below. This is an expected timeline, which may shift given the project's actual progress in financing commitments.

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| • April 30, 2018 | RFP issued |
| • May 11, 2018 | Last Date to Submit Clarifying Questions |
| • May 21, 2018 | Submittals Due by 3pm MST |

- May 22, 2018 Bids Opened at 10am at Newtown
- May 25, 2018 Respondents Selected for Final Interviews
- May 20 - June 1, 2018 Architect Interviews (Finalists Only)
- June 4, 2018 Architect Selected
- June 4 – July 11, 2018 Concept Design Phase
- July 16, 2018 Site Plan Submitted
- July 11 – August 31, 2018 Design/ Development Phase
- September 3, 2018 PAD Submitted

The remaining schedule will be determined as design team is established. Timing is very tight due to rezoning and development agreement terms.

Process Description

1. Newtown will select an architect through an expedited proposal and interview process. The architectural services will be provided under one contract for design services. However, Newtown reserves the right to separately approve providers of any services if it is advantageous.
2. The format of the proposal content and submittal instructions are included on pages 8-9 of this RFP.
3. Selection criteria: firms receiving RFPs have been recognized as “qualified” based on reputation and/or project experience working with on projects with an affordable housing component and/or firms with experience in both condominium and single-family attached product.
4. The successful firm shall demonstrate:
 - Significant prior experience in planning and designing innovative residential development of this scale.
 - Support of past clients and project team members.
 - Availability and full commitment to the project of senior and key supporting professional personnel who have had significant prior experience with: planning, producing designs, contract documents, and bidding and construction observation of projects similar to the proposed scale.
 - Affordable housing experience, especially with HOME Funds and Section 3 requirements.
 - Mixed use, leasehold space including retail or live-work.
 - Based on the experience and abilities of current staff, proposed key personnel, and the firm (or team) are capable of:
 - Bringing significant comparable experience to the process and demonstrating an ability to evaluate the validity of space requests in comparison with existing and planned facilities for comparable projects;
 - Conducting a reliable cost estimating process that will provide a credible estimate of the probable cost range of the work planned;
 - Exploring the integration of sustainable design principles by employing an environmentally responsible rating system; and

- Working cooperatively and productively with Newtown, the City of Tempe, and the private funding community in effectively meeting project time schedules and budgets.

Firms are encouraged to team with expert consultants of their choice.

5. Submittals will be evaluated based on the team experience in similar projects, demonstrated capacity to undertake all phases of this engagement, strength of individual team members as well as their experience and ability to work together, familiarity with the Tempe community and having a presence in Tempe and the soundness of approach to achieve the project objectives outlined in this RFP.
6. The selection committee may include Newtown Staff, City of Tempe Staff and other Newtown partners and consultants as deemed necessary by Newtown.

Proposal Content

The body of the proposal shall include the following in the order and format shown.

1. Business organization (name; corporate office address; regional offices and office designated to perform work (with states of professional registration); form of incorporation).
2. Project organizational chart(s) including consultants or associated firms, and list the names of the key personnel assigned to the project.
3. Resumes of key project personnel with personal references and individual experience with relevant projects. For each person indicate: a) their role on the project team; b) the length of time the person has been with the firm; c) their experience with similar projects and the capacity in which they served on those projects; and d) other pertinent background information.
4. Statement of ability to staff the project and a schedule for key personnel showing hours allocated to the project by phase of work (see Preliminary Schedule).
5. Work plan including general project approach and specific demands on Owner Representatives (Newtown). Describe the firm's philosophy and approach for developing new projects.
6. Demonstration of ability to perform within time and dollar budgets.
7. Fee parameters as an indication of concept development-related work; General range of fees associated with new construction of affordable and market rate, for-sale housing.
8. A list of related projects completed or underway in the last five (5) years including the company name, location, and size (GSF and construction cost), overall projects budget and final budget.
9. Experience with sustainable design issues, success incorporating sustainable design strategies into building design and construction, as well as with rating programs such as LEED, Energy Star, WaterSense, Indoor airPLUS, PassivHaus, and/or similar programs.

10. Experience with mixed-use projects and any experience with designing live/work spaces.
11. Publicly subsidized housing experience, especially using HOME funding
12. Experience with Tempe Departments of Planning and Zoning and Department of Housing and Community Development.

Attach supplemental materials to express the distinct competence of your firm. Please include specific examples from at least two recent projects including photos or renderings, scope statements (size, program, and dollars), small-scale plans, date of occupancy, and owner references. These must be projects in which members of your proposed design team had significant participation.

Submittal Instructions

1. The proposal shall be directed to:
David Crummey
511 West University Dr, Suite 4
Tempe, AZ 85281
david@newtowncdc.org
2. Questions shall be submitted via email to David Crummey at david@newtowncdc.org. Questions will not be answered over the phone and all questions and answers will be placed on the Newtown website at www.newtowncdc.org/2018archrfp/. Questions must be received by May 11 to be answered.
3. Submit **(4)** bound copies (8 ½" by 11") to be delivered to David Crummey at the above address in Tempe. Also submit One (1) additional copy on FLASH drive in PDF format, PC readable, no passwords, labeled with Proposer name. *Supplemental materials can be in any format fitting within the 8 1/2" x 11" package and will be at the discretion of the architectural firm. The appropriateness of the supplemental materials will also be judged as part of the criteria for selection. Please limit your submittal to no more than 20 pages, double-sided.*
4. The form of contract will likely be AIA Documents B109-2010 Owner/Architect Agreement and A201-2017 General Conditions of the Contract for Construction. B109 - could potentially be modified in accordance with B509-2010 if necessary.
<https://www.aiacontracts.org/contract-doc-pages/72521-conventional-a201-family>
5. Proposals must be received by 3:00 pm MST on May 21, 2018. Proposals received after this date and time will be returned to respondent and not considered.
6. Proposals will be opened on May 22, 2018 at 10:00am and the names of respondents read aloud. No further bid inspection will be permitted.
7. Newtown reserves the right to reject any and all proposals for any reason. Proposals may not be withdrawn for a period of 30 days.

8. Newtown intends to select a list of Finalists who will be interviewed at a date to be determined. Non-Finalists will be promptly notified. Newtown will rank the Finalists and initiate negotiations with the firm/team that it determines in Newtown's sole and absolute discretion to meet the needs of Newtown under this RFP. If terms cannot be reached with that firm, Newtown may negotiate with other Finalists or cancel the RFP at its discretion.