

April 26, 2016

**STATE COLLEGE COMMUNITY LAND TRUST**

REQUEST FOR PROPOSALS

**OWNER'S REPRESENTATIVE**

FOR SELECTION PROCESS OF A DESIGN/BUILD FIRM

FOR THE STATE COLLEGE COMMUNITY LAND TRUST'S GREENBUILD PROJECT

State College Community Land Trust (the Owner) invites submission of proposals for an Owner's representative as detailed in this Request for Proposals (RFP). For purposes of this RFP and the selection process, the term "professional" shall mean a qualified engineer and/or architect.

**1. SCOPE OF PROFESSIONAL SERVICES**

**A. BACKGROUND AND PROJECT DESCRIPTION**

The State College Community Land Trust (SCCLT) seeks a professional architect or engineer to act as Owner's representative for the design/build request for proposal process for GreenBuild, an innovative green, moderate-income duplex project.

The State College Community Land Trust, Inc. is a 501(c)3 organization under the Internal Revenue Code. The SCCLT was established by the State College Borough Council in 1996 to assist families and individuals to buy their first homes in the Borough. A secondary goal is to support the preservation of owner-occupied housing in the Borough. For over 20 years, the State College Community Land Trust has purchased, renovated and sold 37 houses on properties in the State College Borough and enabled over 50 individuals and families to purchase an affordable home thanks to its unique land-lease agreement.

As an extension of its commitment to providing affordable housing, SCCLT seeks to launch GreenBuild, a model project involving construction of a net-zero ready duplex that will provide affordable housing to owners over both the short- and long-term. GreenBuild will honor the Land Trust's commitment to providing affordable, energy efficient housing while creating a new norm for affordable housing in the Borough.

GreenBuild is engaged with community partners. State College Borough and the Energy Efficient Housing Research Group (EEHR), an outreach arm of the architecture program of Penn State's College of Arts and Architecture Hamer Center for Community Design Assistance, are both playing significant roles in taking this project from the drawing board to reality.

GreenBuild will serve as a model project for affordable housing within the Borough, the Centre Region and beyond. It will provide an educational platform for homeowners, builders, students of architecture, and others interested in energy efficient, sustainable housing.

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GreenBuild's objective is to build a duplex which is:

- Initially affordable for a moderate-income buyer
- Long-term affordable due to energy efficiencies
- Faithful to the student-designed project produced through the Energy Efficient Housing Research Group
- A prototype for future green, affordable housing initiatives

The building site is located at 1394 University Drive, State College, PA.

The SCCLT is seeking to hire a professional engineer or architect to serve as the Owner's representative who will proactively act and advise in the Owner's best interest. The professional has the knowledge and experience the Owner lacks and is expected to act accordingly, assisting with the services including, but not limited to, the following:

- Preparation of proposal documents and solicitations from design/build firms local to the Centre Region who have experience meeting goals similar to the GreenBuild Project.
- Facilitate pre-proposal meetings
- Evaluation of proposals submittals from design/build firms
- Assist Owner in developing short-list of qualified design/build firms
- Assist a team to review proposals and recommend offer to most qualified design/build firm
- Assist with development of comprehensive agreement with a design/build firm for GreenBuild

B. PROJECT DEVELOPMENT

- Professional meets with SCCLT staff and committee to confirm understanding of tasks
- Professional provides draft of RFP for design/build firms
- Professional assists in advertising position
- Professional works with committee to review proposals
- Professional assists committee for selection of design/build firm which will meet the

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goals of GreenBuild

- Professional negotiates contract with selected design/build firm

## 2. GENERAL

### A. OBJECTIVE

State College Community Land Trust (SCCLT) seeks proposals from professionals to represent the Owner in soliciting proposals from, and selecting, a design/build firm for the GreenBuild project. This RFP is to manage the selection process only. (Note: The professional chosen as Owner's Representative for this project shall not be the design/build party. They shall be two different parties.)

### B. MANAGEMENT

Selection of a professional is ultimately the responsibility of the State College Community Land Trust Executive Director, the Chair of GreenBuild, with the approval of the SCCLT Board.

### C. OBLIGATION

The State College Community Land Trust is not responsible for any costs associated with the preparation, review and/or submission of this Request for Proposal or associated with interview(s) during the selection process.

### D. COMMUNICATION

Ron Quinn, SCCLT Executive Director, will be the exclusive contact for all pre-contract communications, including questions pertaining to the RFP.

### E. AGREEMENT FORMAT

The Owner will require the successful professional to execute the agreement attached, developed by the State College Community Land Trust, denoting the services to be provided by the professional.

### F. COMPENSATION

The Professional should outline anticipated fees for services for the terms of each of the three phases of the project outlined in 2 A-C in the attached Agreement.

## 3. OWNER'S REPRESENTATIVE SELECTION PROCESS

### A. ADVERTISING

The RFP is available on the SCCLT website [scclandtrust.org](http://scclandtrust.org) or for pick up at the State

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College Community Land Trust Office, 1315 South Allen St., Suite 306. Please call ahead 814-867-0656 to insure the office is open.

This RFP is being advertised for interested professionals and issued to a select list of firms. Professionals interested in this project are to submit their proposals as herein specified. Following receipt of the proposals, the Owner will select the professional it deems most qualified to address the needs and conditions of this project and whose proposal is most advantageous to the SCCLT. Owner reserves the right to request an interview(s) prior to the selection of the professional. Professionals will be evaluated in accordance with Evaluation Factors which are listed below and are listed in no particular order of preference or weight.

B. HOW TO APPLY

Respondents to this RFP are to submit a proposal addressing items discussed under PROPOSAL CONTENT in Item F below.

Submit three copies of the proposal to:

Ron Quinn, Executive Director  
State College Community Land Trust  
1315 South Allen St. Suite 306  
State College, PA 16801

- a. Proposals shall be valid for a period of 90 days from the date of opening.
- b. The deadline for submission of proposals is **Tuesday, May 31, 2016** prior to 11:00 AM prevailing time.

C. EVALUATION FACTORS

Submitted proposals will be reviewed and evaluated by the SCCLT. Interviews may be held with the most qualified professionals and would include the Executive Director and Chair of GreenBuild and other GreenBuild committee members who will be involved in the design/build selection process. A final selection will be recommended by the evaluation/interview team for confirmation by the SCCLT Board.

The SCCLT will consider the following during the evaluation process:

- a. Evidence of the professional's ability to perform the work. This will be evaluated by reviewing the proposal of the professional;
- b. The experience of the professional on similar projects;
- c. Capability to provide professional services in a timely manner;
- d. Evidence that the professional is currently registered in the state of Pennsylvania

- and is properly insured;
- e. Demonstrated knowledge of local building codes and Americans with Disabilities Act regulations; and appropriate green building standards;
- f. Location of office and proposed organizational structure for quick, efficient response to Borough requests;
- g. Estimate of fees for services.

D. SELECTION

The award will be made to the responsible professional whose proposal, in the opinion of the SCCLT evaluation team, is most advantageous to the SCCLT. Consultant fees will be negotiated with the selected firm. In the event that an agreement cannot be reached with the selected firm, the SCCLT may negotiate an agreement with the second-ranking firm in the evaluation, and so on, or may reject all proposals.

E. SCHEDULE OF EVENTS

May 9, 2016	Issuance of RFP
May 31, 2016	Proposals due by 11 AM
June 11, 2016	Interviews conducted
June 30, 2016	Contract awarded to Owner's Rep
July 25, 2016	RFP for GreenBuild design/build firm developed by selected Owner's representative
August 1, 2016	RFP advertised for design/build firm
September 9, 2016	Committee convened to select design/build firm
September 30, 2016	Contract negotiated with design/build firm

F. PROPOSAL CONTENT

Proposals shall include, as a minimum, the following:

- a. Cover letter identifying professional and name, phone number and e-mail of contact person, services provided;
- b. A track record of working on projects as an Owner's representative. A list of relevant projects, including client contact names, titles, and phone numbers should accompany the proposal;

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- c. A discussion of the proposed overall approach to the project of selecting a design/build firm for GreenBuild;
- d. Resume of professional;
- e. Proposed timeline required if different than noted in Schedule of Events;
- f. Fees for such services.

#### **4. GENERAL INFORMATION**

- A. The State College Community Land Trust, as an Equal Opportunity Employer, requires all consultants to affirm that they do not discriminate against individuals or firms because of their race, color, marital status, age sex, national origin, handicap, creed or sexual orientation.
- B. All proposals submitted become public information and may be reviewed by anyone requesting to do so at the conclusion of the evaluation process.
- C. All proposals submitted in response to this Request for Proposals (RFP) and received by the SCCLT shall remain valid for ninety (90) days from the date of submittal.
- D. SCCLT reserves the right to reject any or all proposals for any reason, including failure of submissions to be responsive to the organization's needs.
- E. SCCLT is not liable for and shall not pay any cost incurred by the proposer prior to execution of a contract, if any.
- F. The contract between the successful proposer and SCCLT shall include the RFP, and the response to the RFP, and may include any other documents which are mutually agreed. The contract will include a requirement that the consultant's scope of work must incorporate and be consistent with the RFP and the response to the RFP.

Questions regarding this proposal can be directed to Ron Quinn, [rquinn3365@gmail.com](mailto:rquinn3365@gmail.com), or by contacting the SCCLT Office at 814-867-0656.