



*“Committed to Safe and Affordable Housing”*

## NOTICE

### REQUEST FOR QUALIFICATIONS

### RENOVATIONS AT MABEL SWAN MANOR – YAKIMA WA

#### **For The Housing Authority of the City of Yakima**

The Housing Authority of the City of Yakima (YHA) is accepting qualifications from qualified Architecture / Engineering firms for renovations at Mabel Swan Manor in Yakima, WA. Submittals must be sent to [lowel.krueger@yakimahousing.org](mailto:lowel.krueger@yakimahousing.org) by 12:00pm on March 7<sup>th</sup>, 2025.

Qualification instructions and specifications may be obtained via email upon request to [lowel.krueger@yakimahousing.org](mailto:lowel.krueger@yakimahousing.org). Questions should also be addressed to Lowel Krueger. Please allow one office day to respond. Office days are Monday through Thursday.

YHA reserves the right to reject or accept any submittals or to waive any irregularities in any submittal deemed to be in the best interest of the Yakima Housing Authority.

## REQUEST FOR QUALIFICATIONS

### **Housing Authority of the City of Yakima RENOVATIONS AT MABEL SWAN MANOR - YAKIMA, WA Due Friday, March 7<sup>th</sup>, 2025, 12:00 p.m.**

#### **I) SUMMARY**

Yakima Housing Authority of the City of Yakima (YHA) invites qualified Architecture / Engineering firms to submit their qualifications to provide limited architectural and engineering services related to the renovations at Mabel Swan Manor located at 10 South 8th Avenue, Yakima WA 98902.

YHA intends to hire the most qualified Architecture / Engineering firm. Please read the request carefully and submit all the information by the due date listed above.

#### **II) PROJECT DETAILS**

YHA is acquiring an elderly housing development: Mabel Swan Manor located at 10 South 8<sup>th</sup> Avenue, Yakima WA 98902. Mabel Swan Manor consists of 99 units of elderly housing subsidized under Section 8 Project Based Rental Assistance. The development will undergo substantial rehabilitation financed through FHA Section 221(d)(4) or 223f loans with a Mark up to Market Contract Renewal.

#### **III) SCOPE OF WORK**

This request is for a limited architectural scope of work, to include but not limited to the following:

- Produce drawings and specifications and project manual in conjunction with scope of work and YHA requirements and FHA/HUD Minimum Property Standards and HUD MAP Guide Requirements
- Participate in review and advise on PCNA conducted by third party vendor hired by Centennial Mortgage (FHA Lender) for FHA financing
- Obtain proper permit for work
- Assist in project management through construction phase as required by HUD
- Assist Owner in complying with the Evergreen Sustainable Development Standard, if necessary, including:
  - Incorporating ESDS requirements into specification and scope of work drawings

#### **IV) SUBMISSION REQUIREMENTS**

Submittal packages must include the following:

- A cover letter expressing Interest in the project, identifying the firm's capacity to undertake the project immediately.
- General qualifications and experience of the firm. Specific experience with FHA financed projects
- Specific experience with occupied rehabilitation for elderly residents
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- An identification of principles and team members who will be available to work on a project and resumes or descriptions of each members' general qualifications and

- experience.
- Statement regarding past performance to include terms of cost control, quality of work and schedule.
- Statement of ability to help further the mission of YHA to hire low-income persons, use of small business, or businesses owned by low-income persons and MWBE firms.
- Demonstrate knowledge of local building codes.
- Copy of errors and omissions insurance

As well as:

- Proposed, lump sum pricing drawings and specifications, obtaining permit and construction management services.
- An hourly rate sheet for the proposed team indicating the rates for each team member related to the Design Services and Additional Services identified in the Scope of Work above.
- A list of all potential reimbursable expense items including cost and mark-up details for each.

#### **V) EVALUATION CRITERIA**

YHA will evaluate factors stated in submittal requirements above.

- Capacity to begin immediately
- General qualifications and experience
- Statement of past performance
- Statement for furthering YHA's mission
- Knowledge of building codes
- Ability to carry errors and omissions insurance

#### **VI) ESTIMATED SCHEDULE**

YHA will review responses to this RFQ and evaluate by the criteria identified above. YHA may invite selected Architectural firms for in-person or telephone interviews.

RFQ Notice: February 15<sup>th</sup>, 2025

Deadline for Questions: February 21<sup>st</sup>, 2025 – 4:00 p.m.

Responses Due: March 7<sup>th</sup>, 2025 – 12:00 p.m.

Selection no later than: March 24<sup>th</sup>, 2025

#### **Questions**

Questions must be submitted by email to YHA by 4:00 p.m., Friday, February 21<sup>st</sup>, 2025.

Email: Lowel Krueger – [lowel.krueger@yakimahousing.org](mailto:lowel.krueger@yakimahousing.org)

#### **Response Delivery Address and Deadline**

All documentation required in this RFQ must be received by email no later than *Friday, March 7<sup>th</sup>, 2025, 12:00 p.m.* to [lowel.krueger@yakimahousing.org](mailto:lowel.krueger@yakimahousing.org)

1. Owner Discretion

The determination of the criteria and process whereby responses are evaluated, the decision as to who shall receive a contract award, or whether an award shall be made because of this Solicitation, shall be at the sole and absolute discretion of YHA.

2. No Claim Against the Owner

A respondent shall not obtain, by submitting a response to this Solicitation, any claim of any sort against YHA's property because of all or any part of any of the following:

1. Any aspect of this Solicitation;
2. The selection process;
3. The rejection of any or all offers;
4. The acceptance of any offer;
5. Entering into any agreements or the failure to enter into any agreements;
6. Any statements, representations, acts or omissions of the Sponsor to any person or entity acting on its behalf; the exercise of any discretion set forth in or concerning any of the foregoing; and,
7. Any other matters arising out of the foregoing.

3. Cost of the Response

All costs incurred directly or indirectly, in responding to this Request shall be the sole responsibility of the Respondents. All material and documents submitted by Respondents will become the property of the Owner and will not be returned. Additionally, any Respondent selected for further negotiations will be responsible for all costs incurred by it during such negotiations.

**VII) EXHIBITS**

**EXHIBIT A – PRELIMINARY STATEMENT OF  
RENOVATIONS**

**EXHIBIT A**  
**PRELIMINARY STATEMENT OF RENOVATIONS\***

*Based on S&J Site Visit 1/17/25 and EUL (property constructed 45 years ago)  
Mabel Swan Manor (202/Sec 8)*

NOT Windows: They were replaced approximately 12 years ago.

Landscaping – Minimal

Asphalt/Walks – Nothing significant immediately identified, but PCNA will likely identify some things. While this is mostly on Manor’s property, some of the costs might be reallocated to North since parking lot is shared?

Exterior – Paint only; it is concrete

Roof – 2021 PCNA identified the flat roof was in good condition, so highly unlikely it has been replaced recently. It is past EUL, however, so it will likely need to be replaced in this renovation.

Flooring – replace throughout, both common and units. Some unit exceptions.

Bathrooms –

Vanities/sinks were replaced in 2012, but faucets/valves will likely need replacement at this time.

Tubs/showers – Tubs may have a few years left in EUL; however, residents are requesting walk-in showers, so unless budget becomes too tight, recommend most be replaced at this time.

Accessibility upgrades (walk-in showers, comfort height toilets) likely in 5 units

Kitchens –

Cabinets and counters were replaced in 2012. No replacements now unless identified in PCNA. Accessibility dimensions appear to be acceptable.

Sinks and faucets – replace all. Sinks were NOT replaced in 2012.

HVAC – Replace approximately 50%. EUL is 15, assume some have been replaced in the last few years.

Doors and locksets – Most replaced based on EUL. Solid core possibly able to remain

Elevator – Minimal. Management reports upgrades occurred in 2012.

Fire panel, smoke detectors throughout

Mailboxes

Lighting upgraded to LED throughout. Lighting was replaced in 2012 but is not LED.

Electrical, plumbing, etc., as can only be identified by professional PCNA.

Wishlist items:

Replace all toilets with comfort height

Convert most tubs to walk-in showers

Add “catwalk” between buildings on 1-2 upper levels.

**Note:** *There is not an entry intercom system. At least one main door is “accessible” in that while it does not have a separate button to push for opening, simply pressing in after unlocking operates in the same manner.*

\*Final to be determined with Project Capital Needs Assessment