



**REQUEST FOR PROPOSALS (RFP):**  
**ARCHITECTURE DESIGN SERVICES**

***Prepared by:***

New Orleans Area Habitat for Humanity  
2900 Elysian Fields  
New Orleans, LA 70122

***October 27, 2021***

## I. Purpose and Objectives

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified architecture design firms (herein referred to as “DF”) interested in contracting with New Orleans Area Habitat for Humanity (herein referred to as NOAHH) to provide residential home design services as outlined in this RFP for Rising Oaks, a new mixed use real estate development in the Terrytown community of Jefferson Parish.

### Development Objectives:

Develop a model mixed use community that will serve as a prototype for affordable urban development in other areas. The development will incorporate beauty, economy, purpose, dignity, sustainability and will:

- Support housing that is affordable, allowing resources to be redirected to savings, health, education and other essentials - all in a location with ready access to services, schools, green space and recreation.
- Expand the community NOAHH serves.
- Generate jobs, property and sales tax revenue for Jefferson Parish.
- Respond proactively to the health and economic impacts of COVID and Hurricane Ida and help prepare for a more secure future.

### Design Requirements:

Terrytown was the first planned suburban community in Jefferson Parish. The homes were designed in the “Mid-Century Modern” architectural style and should continue to remain its visual character.

- Age-restricted (Seniors) section of subdivision: (2) different two-bedroom, two-bathroom designs, not to exceed 950 square feet and (1) three-bedroom, two-bathroom design not to exceed 1,000 square feet.
- Main section of subdivision: (3) different three-bedroom, two-bathroom designs and (2) different four-bedroom, two-bathroom designs, not to exceed 1,550 square feet.
- The 8 different “models” shall have consistent materials, mid-century modern design elements and material selections, but have varying elevations and floor plans in order to have diversity throughout the subdivision.
- In addition to the 8 model designs, each property to be built (approximately 150) shall be adapted to each individual lot and permitted separately through Jefferson Parish.

## II. **Background**

At the current pace (the most rapid in a decade) it would take more than 20 years to close the 5.5-million-unit housing gap. National Association of Homebuilders (NAHB) estimates that nationally, 75.1 million households (roughly 60%) are unable to afford a median-priced (\$346,577) new home.

- 40.3% of U.S. households can only afford a home priced \$175,000 or less.
- A New Orleans-Metairie median priced home is \$300,004 (300,000 of 490,967 total residents or 61% cannot afford).
- For every \$1,000 price increase, another 735 households are priced out of the market. Just under
- 40% of Jefferson Parish residents are renters: 40% are deemed “rent-burdened” with more than 30% of their income spent on shelter; one in four spend over 50% of their income on shelter.

## III. **Scope of Services**

The following scope of design services shall be provided by the architecture design firm for single family residential homes in the Rising Oaks community:

- **Conceptual/Schematic Design**

The purpose of this phase is to establish the general layout and character of the eight different designs in plan and elevation. At the completion of this phase, architectural plans shall include: typical site plan, floor plans, and elevations (in 2d and 3D). The schematic design phase will be completed when NOAHH has agreed upon the designs and scope of work and any revisions have been made. Major modifications to the design should not be made beyond this point.

- **Design Development/Construction Documentation**

All design elements in plan, elevation, and section should be developed for all eight designs in this phase. Specific design of systems such as Electrical, Mechanical layout, and Plumbing will be defined. At the completion of this phase, construction documents shall be completed and will include: site/roof plan, dimensioned floor plans, exterior elevations, details, building sections, interior elevations as required, finish schedules, door schedules, foundation plans and details, framing plans, wall sections, engineered mechanical and plumbing drawings, and engineered electrical drawings. Two or three finish packages should be provided indicating interior materials for cabinetry, countertops, flooring, paint color, appliances, and fixtures. In addition, color options for exterior should be provided. The DF should also provide a master plan with each house design placed upon each lot that would be most applicable for variation throughout and for lot/plan size coordination.

- **Permitting/Construction Administration**

For each of the approximately 150 homes to be permitted through Jefferson Parish, DF will take each property and place the desired floor plan on the proposed site indicating setbacks, various site/pavement plans, etc. A full set of documents will be adapted for that site, including possible modifications to the foundation plan if soil borings and site conditions vary within the subdivision. Mechanical, electrical, and plumbing engineered drawings are not required by Jefferson Parish and do not need to be stamped or provided for each individual site permit. Full engineered designs for all utilities will be provided for each of the 8 models for bidding and construction purposes. A survey of each property with a general grade elevation, curb elevation, and Building Benchmark shall be provided by NOAHH. DF will stamp and electronically permit each project with Jefferson Parish. NOAHH shall pay the permit fees. DF role in the construction phase will be limited to an hourly, as needed service.

IV. **Home Construction Timeline: Sept. 2022 through 2025 (est. 38 – 40 homes per year)**

V. **RFP Timeline**

RFP issued	October 27, 2021
Information Meeting/Call	November 1 – November 12, 2021
Last date/time to submit questions regarding RFP	November 19, 2021
Proposals due to NOAHH	November 29, 2021
Notify DF(s) of invitation to participate in presentation/interview	December 6, 2021
DF(s) Interview/Presentations	December 13, - December 20, 2021
Notification to selected firm for project	December 27, 2021
Contract/negotiations finalized	January 5, 2022

VI. **DF Profile**

Respondents to this RFP shall include the following minimum information in their proposal:

- a. General qualifications: describe the general qualifications of DF.
- b. Special qualifications: describe any special or unique qualifications of DF as they relate to this project including, but not limited to affordable housing designs.
- c. Staff qualifications: submit resumes showing relevant experience of key personnel to be assigned to this project. Specify the role of each key staff member in the project.
- d. Previous experience: provide a list of clients, including name, address, contact person and telephone number for whom similar or related design services that have been provided within the last ten (10) years. Include a short description of the project(s), the

name of the project manager(s), and other staff members that were assigned and their role(s) in the project.

## VII. **Proposal Response**

Respondents to this RFP shall include the following minimum information in their proposal:

- a. Describe how the design firm will organize and perform the work described in the Scope of Services. List the names of any sub-consultants that are intended to be used on the project and the specific services to be provided the sub-consultant(s).
- b. Describe the design firm's understanding of the project and the planned approach to achieve the goals of the project. Submittal shall include a listing of contemplated tasks and number of estimated hours by personnel classification/discipline for each phase of the project.
- c. Describe sustainable or "green" design experience.
- d. Include conceptual time schedules and related expectations/obligations of NOAHH needed to complete the scope of work specified based on occupancy by September 2022.
- e. Provide a fee proposal. Fees shall include ALL meetings needed to successfully complete this project and ALL reimbursable costs other than plan/document printing costs (incurred for this bidding phase of the project) and required plan submittal fees.
- f. Provide a description of any possible additional related costs and/or fees (not included in your base fee) that NOAHH might incur as a result of this design process.
- g. Provide a description of monthly status reports, e.g. project timeline, deliverables, costs incurred to date, and costs to project timeline.
- h. Consultant/Supplier Diversity inclusion in the present RFP and past projects.

## VIII. **Proposal Evaluation/Selection Process / Agreement Award**

The responses will be reviewed by the NOAHH executive management team.

Proposals will be reviewed using the following criteria /elements:

- Conciseness, responsiveness and completeness of the proposal to the information requested, objectives, and deliverables as outline in the RFP
- Consultant/Supplier Diversity inclusion

- Fee Proposal/Cost: Overall fee/billing rates
- Prior experience, Qualifications, References, Past Performance of design firm
- Experience/Expertise in affordable housing projects
- Experience with affordable housing design
- Level of Innovation with a Focus on our Educational Vision
- DF's Technological Capabilities (to manage this project in a paperless or almost paperless manner)

At NOAHH's discretion, to further assist in evaluation, some, one, or all of the responding DF(s) and/or individuals may be requested to participate in an interview process. The interview will be used as another opportunity to clarify any issues within a given Proposal and explore the approaches that may be used to satisfy all requirements.

This RFP shall not, in any manner, be construed to be an obligation on NOAHH to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

Award of Agreement. Upon the completion of the selection process, NOAHH shall notify all applicants of the selection and the successful firm shall enter into the AIA Document B101 - 2017 Standard Form of Agreement Between Owner and Architect.

#### IX. **Submittal Requirements**

**Any questions concerning this RFP must be submitted via e-mail on or before November 19, 2021 at 5:00 PM:**

Vivian Kain, Project Administrator  
[viviank@habitat-nola.org](mailto:viviank@habitat-nola.org)

**Responses to RFP shall be received by NOAHH no later than 5:00 PM on November 29, 2021.**

Vivian Kain, Project Administrator  
 New Orleans Area Habitat for Humanity  
 2900 Elysian Fields  
 New Orleans, LA 70122

**Proposal shall be marked "Proposal for Rising Oaks Architecture Design Services" and shall clearly identify the design firm submitting the proposal.**

Proposals received after the date and time specified will be returned unopened. All proposals will become property of NOAHH.

**ARCHITECTURE DESIGN SERVICES FEE  
PROPOSAL FORM**

**Name of Design Firm:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Please state the fees for this project below:**

FEE FOR ALL PHASES OF PROJECT

- Conceptual/Schematic Design \$ \_\_\_\_\_
- Design Development/Construction Documentation \$ \_\_\_\_\_
- Permitting/ Construction Administration \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_

The undersigned attests that the information contained within the proposal is accurate to the best of his/her knowledge, and that the DF he/she represents. If selected, agrees to incorporate the requirement of this RFP in the final contract.

Signature of Person Authorized to Submit Proposal: \_\_\_\_\_

Typed Name of Signature Above: \_\_\_\_\_

## **CONFIDENTIALITY STATEMENT**

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Thank you for your consideration, New Orleans Area Habitat for Humanity.

Please respond to Vivian Kain at [viviank@habitat-nola.org](mailto:viviank@habitat-nola.org) with any questions or concerns. Where no notice is given, all information contained herein is Copyright 2021 New Orleans Area Habitat for Humanity.



## **EQUAL HOUSING OPPORTUNITY**

We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, natural origin, age, marital status, sexual orientation, or sources of income.

New Orleans Area Habitat for Humanity Section 3 Program is committed to ensuring that employment and economic opportunities generated by certain HUD financial assistance shall be directed to low-and very low-income persons to the greatest extent feasible and consistent with existing federal, state, and local laws and regulations.