

**REQUEST FOR QUALIFICATIONS**  
**FOR RESIDENTIAL ARCHITECTURAL DESIGN SERVICES**

*City of Birmingham, Alabama*

**Purpose of Request**

The City of Birmingham is seeking design services for approximately 30 residential houses as the initial phase of a multi phased development that may realize up to 80 total units in the Pratt Community. Design firms or teams with a track record of designing innovative houses and bringing them in at budget are invited to respond. Prior experience with sustainable and affordable housing design and construction is preferred. This RFQ requests information for design services associated with the construction of the **Pratt Housing**.

**Project Description**

As part of the ongoing disaster recovery process, the City of Birmingham desires to construct housing units in concert with a proposed neighborhood recreation center and integrated park space. This new housing is intended to act as owner occupied homes for new residents to the Pratt Community. The housing shall be designed in such a way as to: reinforce the park space; provide a variety of typologies to attract diverse residents; be energy efficient and sustainable with low operational costs; be constructed using durable and sustainable materials; and contribute to a greater sense of place for the Pratt Community. The housing will be designed, constructed and sold in a series of phases over the course of approximately 36 months.

**Process**

1. Qualifications should be prepared simply and economically, providing straight forward and concise description of the firm's capability to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.
2. Responses to this request for qualifications will be accepted by e-mail only; paper copies will not be accepted. Interested parties may submit an e-mail response to:

**Mr. Matthew Churnock, Senior Urban Designer**  
**Community Development Department**  
[matthew.churnock@birminghamal.gov](mailto:matthew.churnock@birminghamal.gov)

3. Any questions concerning this RFQ process should be directed in writing via email to **Mr. Matthew Churnock** at [matthew.churnock@birminghamal.gov](mailto:matthew.churnock@birminghamal.gov).
4. Use the subject line for the project: **Pratt Housing Design**. Paper responses will not be accepted.

5. Use a .pdf file format for your attachments. A shareable link to the attachment will also be accepted.
6. Qualifications must be received via e-mail no later than **5:00 PM CST on Monday, January 4, 2016.**
7. Qualifications received after this date will not be considered. It is the responsibility of the proposing firms to ensure Statements of Qualifications are received by the deadline.
8. The City of Birmingham reserves the right to request clarification of information submitted and to request additional information from any firm.

**Proposals should include:**

1. Brief information on firm background including any residential design projects within the last five (5) years.
2. A list of representative projects completed by your firm that represent a similar scope as outlined in the project description. Please include:
  - completion date of project
  - location
  - budget
  - photos or drawings
  - total square footage and unit layout
  - cost per square foot including design fees
  - references
3. Lead design team who would be assigned to this project.

**Method of Evaluation**

The evaluation of each firm's qualifications will be accomplished by an evaluation team, to be designated by the City, which will determine the firm's qualifications most advantageous to the City, taking into consideration the evaluation factors set forth in the RFQ. Each firm's qualifications will be reviewed based on the criteria stated above including:

- Experience (50%)
- Firm and individual qualifications (25%)
- Ability to perform work (20%)
- References (5%)

**Contract Award and Execution**

Final contract will be negotiated with representatives of the City of Birmingham and will be subject to City Council approval.

**Participation of Historically Underutilized Business Enterprises:**

The City, as a matter of public policy, encourages participation of minority-and women-owned business enterprises to the maximum extent possible, subject to 24 CFR Pt. 85.36, which requires competitive procurements to be conducted in a manner providing full and open competition and prohibits the imposition of geographical or other unduly restrictive preferences in the evaluation of bids and proposals, except in the case of Section 3 of the Housing and Urban Development (HUD) Act of 1968.

**Point of Contact:**

Please address any questions about the RFQ to:

**Matthew Churnock**  
**205.254.2864**  
**matthew.churnock@birminghamal.gov**