

In-Fill Housing, Inc.
c/o the Middle Georgia Regional Commission
3661 Eisenhower Parkway, Suite MB102
Macon, Georgia 31206

MEMORANDUM

TO: Qualified Architectural Firms

FROM: The Middle Georgia Regional Commission on behalf of In-Fill Housing, Inc.

SUBJECT: Architectural Qualifications for Commercial Storefronts at Pleasant Hill Landing

DATE: May 30, 2025

Enclosed is a Request for Qualifications from qualified architectural firms interested in working with In-Fill Housing, Inc. in its effort to undertake design and construction management of the Commercial Storefronts at Pleasant Hill Landing. The 64 units of residential development at the site will be a separately owned and developed property, and an architect has already been procured.

To be considered, proposals must be received by **4:00 pm, June 30, 2025**, at the Middle Georgia Regional Commission, Attn: Greg Boike, 3661 Eisenhower Parkway, Suite MB102, Macon, Georgia 31206. **An electronic copy of the proposal must be included.** This may be submitted on a flash drive, CD, or via email to gboike@mg-rc.org. Zip files will be rejected via email. All proposals must be sealed and should be clearly labeled. Proposals received after the specified date and time will not be considered.

This selected architectural firm will be expected to work with In-Fill Housing, Inc. to complete architectural work associated with federal and state funding opportunities, including a State Economic and Infrastructure Development (SEID) Grant from the Southeast Crescent Regional Commission. Funding for project work may be contingent on the award of grant funding.

Please direct all questions to Greg Boike, Director of Planning and Public Administration, Middle Georgia Regional Commission (478) 751-6160, gboike@mg-rc.org. Questions should be submitted no later than fifteen (15) calendar days before the deadline.

Enclosure

**REQUEST FOR QUALIFICATIONS – ARCHITECTURAL SERVICES
PLEASANT HILL LANDING COMMERCIAL STOREFRONTS PROJECT**

Background

In-Fill Housing, Inc. is in the process of applying for SEID grant funding to assist with the development of commercial storefronts at the new Pleasant Hill Landing multifamily housing complex. In-Fill Housing, Inc. is seeking an architectural firm with broad experience to provide design and construction supervision for this project, if awarded, and other related professional services. SEID grants are funded by the federal government and administered at the state level by the Georgia Department of Community Affairs. Therefore, all activities must be performed in strict adherence to applicable federal and state regulations. All project activities will be coordinated with Kathleen Mathews, Chief Administrative Officer.

Project Title for Identification Purposes

Pleasant Hill Landing Commercial Storefronts Project

Scope

The initial work documents required of the selected firm will consist of the preparation of comprehensive architectural plans, including cost estimates. These must be prepared in close communication with In-Fill Housing, Inc. The grant administration contact for the project is Greg Boike, who can be reached at (478) 751-6160 or by e-mail at gboike@mg-rc.org.

The following architectural services must be provided at a minimum:

1. Preparation of final design, plans, and specifications.
2. The securing of all necessary permits and clearances as applicable to comply with state and federal mandates. For this project the architect will be required to provide architectural plans/drawings showing all dimensions drawn to current design standards and the required plans in order for the contractor to apply for permits.
3. Preparation of bid and contract documents, including advertising and bidding procedures, holding the bidders conference, bid openings, and evaluations.
4. Post-award services, including securing the construction firm's certifications and review of specifications, warranties, operation manuals, and as-built drawings.
5. Construction services including supervision/administration of construction, review of payment requests, change orders, and other coordination with the construction firm. Periodic construction review (at least one visit per week during regular working hours) and other work as required in assuring proper execution of the work. Periodic construction review must ensure that the construction firm's methods of construction provides for the same.
6. Construction close-out, final inspection, project certification, and coordination with In-Fill Housing, Inc. and the Middle Georgia Regional Commission to provide periodic updates to satisfy SEID program requirements.
7. The architect shall fully understand the Build America, Buy America (BABA) provisions of this project. All construction contracts furnished or prepared by the architect shall include required language. Further, the architect shall be responsible for obtaining all required BABA documentation (i.e. manufacturers' certifications) during construction.

Schedule

To be considered, proposals must be received by **4:00 pm, June 30, 2025**, at the Middle Georgia Regional Commission, Attn: Greg Boike. All proposals must be sealed and should be clearly labeled. Any proposals received after **4:00 pm, June 30, 2025**, or at any location other than the Middle Georgia Regional Commission at 3661 Eisenhower Parkway, Suite MB102, Macon, Georgia 31206 will not be considered. **An electronic copy of the proposal must be included.** This may be submitted on a flash drive, CD, or via email to gboike@mg-rc.org. Zip files will be rejected via email. The successful respondent will be notified on or before **July 8, 2025**.

Because of the short timeline associated with this year's applications, a preliminary engineering report must be submitted to the Middle Georgia Regional Commission no later than 5:00 p.m. on July 14, 2025.

The selected architecture firm will work with the Middle Georgia Regional Commission to provide all information necessary to meet the anticipated SEID application deadline of **July 18, 2025**.

Proposal Contents

Responses are to be returned to the Middle Georgia Regional Commission where an initial evaluation of the proposals will be completed. Those evaluations will be submitted to In-Fill Housing, Inc. for final selection. Respondents are requested to include letterhead pages immediately behind the cover letter that briefly, directly, and exactly answers the following evaluation criteria questions:

1. Your firm's experience, particularly with SEID grants and other grant projects. Please refer to specific pages in the proposal that answer each category of experience. References must include the names and telephone numbers of local governments, personnel involved, and a brief description of the projects.
2. Your firm's prior experience with In-Fill Housing, Inc and/or the Macon Housing Authority. Please refer to specific pages in the proposal that answer each category of experience.
3. At a minimum, the architectural firm's proposal should also provide the following information:
 - a. A brief history of the architectural firm and its principal personnel including resumes of the principals.
 - b. The length of time the firm has been providing the specific kind of architectural services requested.
 - c. The name(s) and professional experience of the firm's key personnel who will be assigned to this project. Firm must also state how much direct experience the personnel assigned to this project has had with grant-funded projects.
 - d. Cost schedules for general services, in addition to cost schedules for additional services.
 - e. Fees for reimbursable expenses, if applicable.
 - f. The firm must provide a professional services contract. (Note: The contract will be written as "direct costs plus a fixed fee, not to exceed a lump sum." If the architectural firm is contracted for the project, the contract must include additional clauses pertaining to federal regulations that will be supplied by the Middle Georgia Regional Commission). The firm should also include the percentage fee that it normally charges for design and construction supervision on this size project and a list of other services included under contract.
 - g. A proposed plan to implement the project, including key timelines and milestones.
 - h. A written release authorizing all investigations necessary.

Selection

Procedures for selection of an individual/firm will be in accordance with the RFQ package and local procurement requirements, as well as the requirements of the Uniform Administration Requirements (“the common rule”) 24 CFR Part 85.

All qualifications will be evaluated in terms of project approach, quality of work, experience, capacity to perform, mobility, and project familiarity. Past performance on other projects may also be assessed in terms of timeliness, completing within budget, and other factors.

Disclaimer

In-Fill Housing, Inc. reserves the right to accept or reject any or all proposals. In-Fill Housing, Inc. is an Equal Opportunity Employer.