



*A New Foundation of Hope*

2026 W. Main Street  
Springfield, OH 45504  
[www.smhaohio.org](http://www.smhaohio.org)

**P:** 937.325.7331  
**F:** 937.325.3657  
[spgfldhousing@smhaohio.org](mailto:spgfldhousing@smhaohio.org)

RFQ

GENERAL ARCHITECTURAL SERVICES



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*Request for Qualifications*

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## **General Architectural Services**

**November 5, 2025**

Request for Qualifications (RFQ)

Questions: November 12, 2025

Proposal Due date: December 19, 2025

# SPRINGFIELD METROPOLITAN HOUSING AUTHORITY

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**Request for  
Qualifications RFQ #  
25-004  
A/E Services  
Task Assignment Contract**

<b>Issue Date</b>	Wednesday, November 5, 2025
<b>Pre-Proposal Meeting</b>	N/A
<b>Questions from Contractors Due</b>	Wednesday, November 12, 2025 by 3:00 pm
<b>Responses from SMHA to Be Posted By</b>	Friday, November 14, 2025
<b>Proposals Due</b>	Tuesday, December 19, 2025 by 3:00 pm
<b>Anticipated Award Announcement</b>	December 2025

**Pre-Proposal Meeting:** There is no scheduled pre-proposal meeting

**Bid-Opening:** There is not a scheduled public bid opening. On or near the Anticipated Award Announcement date, SMHA will post the award announcement on it's website at the following link:

**How to Submit Bids:**

**PROPOSALS MUST BE SUBMITTED ELECTRONICALLY TO:**

[procurement@smhaohio.org](mailto:procurement@smhaohio.org)

THE SUBJECT LINE MUST STATE: **RFQ 25-004 General A/E Services**

*PLEASE REFER TO THE ENCLOSED INSTRUCTIONS FOR THE PROPOSAL PACKET FORMAT.*

**Questions about this Bid Shall be Submitted Electronically to:** [procurement@smhaohio.org](mailto:procurement@smhaohio.org)

SMHA reserves the right to reject any or all proposals, or waive any informality in the bidding. No proposals shall be withdrawn for a period of one hundred twenty (120) days of submission.

All awardees shall be required to meet Affirmative Action requirements and Equal Opportunity requirements and must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, national origin, disability, age, ancestry, creed, or military status.

# Springfield Metropolitan Housing Authority

## RFQ 25-004

### A/E Task Assignment Contract

#### Table of Contents

**The below items are part of the Bidder's Packet.** *Most of these items must either be completed or signed or both and submitted with your sealed bid. Please submit forms in order.*

Item 1 .....	Summary & Specifications
Item 2 .....	N/A
Item 3 .....	Request for Proposals Contact Information Form
Item 4 .....	Non-Collusive Affidavit and Full Disclosure
Item 5 .....	W-9
Item 6 .....	Section 3 Application
Item 7 .....	Section 3 Supplemental Instructions
Item 8 .....	Is Your Bid Packet Complete?



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**Request for Qualifications RFQ 25-004**  
**Architectural & Engineering Services**  
**Task Assignment Contract**

The SMHA is a political subdivision, governed by a Board of Commissioners consists of five members according to the SMHA By-laws. SMHA provides affordable housing to the residents in the City of Springfield. We administer a total of 751 families housed in LIPH (789 total units) and 817 families for the tenant-based and project-based Housing Choice Vouchers (Section 8). Units are designated as elderly/disabled, family, and scattered sites developments.

SMHA is soliciting Statement of Qualifications for the selection of a firm/individual to provide Indefinite Quality-Indefinite Delivery or Task Assignment Architectural/Engineering (AE) services for planning, design, new construction and rehabilitation projects for single family, multi-family residential, Hi-Rise properties and Commercial Properties within Clark County.

SMHA is currently implementing its redevelopment plan which entails redevelopment of SMHA owned units. The scale of redevelopment will vary depending on the property. Additionally, SMHA occasionally needs design services for smaller capital funded projects i.e. parking lot replacements, boiler replacements, ADA modifications and any funded projects that require A/E Services.

The Authority intends to create an inventory (or "pool") of Firms to provide Architectural Services. The pool will consist of various Firms which will be available on an as- needed basis to provide Services as requested by the Authority and the actual number of participants chosen will depend on the number of qualified proposals received. Selection as a participant of the pool is not a guaranty of the type or amount of assignments for which a participant may be selected as there will be no guaranteed minimum or maximum amount of work awarded.

**PART I: PROJECT DESCRIPTION**

Proposers selected to participate in the pool will be assigned work at the discretion of the Authority taking into consideration the quality of work, availability, manpower, timelines and other items of importance. The Authority will attempt to match each assignment to the firm best

suitable for a given project, which will be determined at the sole discretion of the Authority. The Authority will also determine the number of projects any firm will be assigned at any given time or duration. Upon such determination, the Authority will negotiate the specific work to be performed and the cost of the work. If a satisfactory negotiation cannot be reached, the Authority reserves the right to discontinue negotiation and negotiate the work with another qualified firm from the pool. Time frames will be established by SMHA to meet project and funding requirements. SMHA will work with the firms when possible to establish a mutually beneficial project time-period.

Pool Participant(s) are not expected to have expertise in all areas in which the Authority may need assistance. Rather, it is intended that the pool be balanced, consisting of numerous participants with varying ranges of expertise. Pool Participants may be asked to perform some, or all of the specifications described in the Scope of Services. Time is of the essence with regard to pool Participants' availability for and performance of the assignments.

#### **I. Schematic Design/Preliminary Study Phase:**

- a. After notice of award from SMHA, the A/E shall review, prepare and deliver Schematic Design/Preliminary Study Documents. Schematic Design documents have been developed for this project as part of the LIHTC proposal application. If awarded, the preliminary design documents will be utilized to finalize design.
- b. The documents shall consist of a presentation of complete concept of the project, including all major elements of the building and site design, planned to promote economy both in construction and in administration and to comply with current OHFA (if applicable), HUD and SMHA program and cost limitations.
- c. The A/E shall revise these documents consistent with the requirements and criteria established by SMHA and required for OHFA (if applicable).
- d. The A/E shall assist SMHA with answering any inquiries made by OHFA (if applicable) and/or HUD.
- e. The A/E shall make an independent assessment of the accuracy of the information provided by SMHA.
- f. Documents in this phase include:
  - i. Site Plans
  - ii. Schedule of building types, unit distribution, and bedroom count,
  - iii. Scale plan of all buildings, and typical dwelling units
  - iv. Wall sections and elevations
  - v. Outline specifications
  - vi. Preliminary construction cost estimates

- vii. Project specific analysis of codes, ordinances, and regulations
- viii. Three dimensional line drawings.

## **II. Design Development Phase:**

- a. After receipt of written approval of the Schematic Design/Preliminary Study Documents, the A/E shall prepare and submit to SMHA Design Development Documents.
- b. The A/E shall ensure the documents are consistent with OHFA (if applicable), HUD, and SMHA guidelines.
- c. The A/E shall assist SMHA with answering any inquiries made by OHFA (if applicable) and/or HUD, along with resolve any concerns from the general Proposer
- d. The documents shall include:
  - i. Drawings sufficient to fix and illustrate project scope and character in all essential design elements
  - ii. Outline specifications
  - iii. Independent Cost estimate and analysis
  - iv. Recommendations for phasing of construction consistent with SMHA's desire to minimize resident displacement.
  - v. Site plans
  - vi. Landscape plans
  - vii. Floor plans
  - viii. Elevations, buildings and wall sections
  - ix. Updated three dimensional line drawings
  - x. Engineering drawings
- e. Notwithstanding any written approval of SMHA, the A/E shall make all necessary edits, modifications or additions to the Design Development Phase documents as instructed or deemed necessary by OHFA (if applicable) and/or HUD. Such actions shall be performed within a reasonable time as may be determined by SMHA, OHFA (if applicable) or HUD.

## **III. Bidding, Construction and Contract Document Phase:**

- a. After receipt of SMHA's written approval of the Design Development Documents, the A/E shall prepare construction documents.
- b. The A/E shall prepare and assemble all bidding and contract documents which shall include all required SMHA, OHFA (if applicable), and HUD

contract forms and required provisions and be consistent with the criteria established by SMHA.

- c. The A/E shall assist SMHA with answering any inquiries made by OHFA (if applicable) and/or HUD, along with resolve any concerns from the general Proposer.
- d. The contract documents shall include, in a detailed manner: all work to be performed; all material; workmanship; finishes and equipment required for the architectural. Structural, mechanical, electrical, and site work; survey maps if furnished by SMHA; and direct reproduction of any logs and subsurface soil investigations.
- e. Documents in this phase include:
  - i. Solicitation for bids
  - ii. SMHA required form of contract
  - iii. Special conditions
  - iv. General conditions consistent with SMHA's established criteria and requirements
  - v. Technical specifications
  - vi. Plans and drawings
  - vii. Updated cost estimates
- f. Notwithstanding any written approval of SMHA, the A/E shall make all necessary edits, modifications or additions to the Bidding, Construction and Contract documents as instructed or deemed necessary by OHFA and/or HUD. Such actions shall be performed within a reasonable time as may be determined by SMHA, OHFA or HUD.

#### **IV. Bidding and Award Phase:**

- a. After SMHA written approval of Bidding, Construction and Contract documents, the A/E shall assist in administering the award of the Construction contract. This shall include:
  - i. Responding to inquiries
  - ii. Drafting and issuing addendum approved by SMHA
  - iii. Attending preproposal conferences
  - iv. Attending the public bid opening
  - v. Reviewing and tabulating bids
  - vi. Recommending the award

- vii. Altering drawings and specification as often as required to award within the Estimated Construction contract Cost
- viii. Assist SMHA with answering any inquiries made by OHFA (if applicable) and/or HUD along with resolve any concerns from the general Proposer...

**V. Construction Phase**

- a. After execution of the Construction Contract, the A/E shall administer the Construction contract and all work required by the Bidding, Construction and Contract Documents.
- b. The A/E shall, to the greatest extent possible, protect SMHA against defects and deficiencies in the execution and performance of the work.
- c. The A/E shall:
  - i. Administer the Construction Contract.
  - ii. Conduct pre-construction conference and attend dispute resolution conferences and other meetings when requested by SMHA.
  - iii. Review and approve or recommend for SMHA approval, Proposer's shop drawings and other submittals for conformance to the requirements of the contract documents.
  - iv. At SMHA's request, assist with the procurement of testing from qualified parties.
  - v. Monitor the quality and progress of the work and furnish a weekly written field report
  - vi. Require sub-consultants /sub-Proposers to provide services listed in this section and as applicable and to visit the Project during the time that construction is occurring on the portion of the work related to its discipline and report, in writing, to the A/E and SMHA.
  - vii. Review, approve, or recommend for approval to SMHA, and submit to SMHA the Proposer Request for Payment.
  - viii. Conduct all job meeting and record minutes which are to be provided within 48 hours to SMHA.
  - ix. Make modifications to the Construction Contract Documents to correct errors, clarify intend to accommodate change orders.
  - x. Assist SMHA with preparing and disseminating change directives.
  - xi. Assist SMHA with answering any inquiries made by OHFA (if applicable) and/or HUD.
  - xii. Make recommendations to SMHA for solutions to special problems or

changes necessitated by conditions encountered in the course of construction.

- xiii. Promptly notify SMHA in writing of any defects or deficiencies in the work or of any matter of dispute with the Proposer.
  - xiv. Negotiate, prepare cost or price analysis and make recommendation to SMHA for any change orders.
  - xv. Prepare written Punch List, certificates of completion and other necessary construction close out documents.
  - xvi. Prepare requests for and do all items necessary to obtain green certifications that are consistent with SMHA, OHFA and HUD standards.
  - xvii. Prepare a set of reproducible record prints of Drawings identifying significant changes in the work made during construction, including locations of underground utilities and appurtenances references to permanent surface improvements, based upon marked-up prints, drawings and other data provided by the Proposer.
- d. Notwithstanding any written approval of SMHA, the A/E shall make all necessary edits, modifications or additions to the Construction Phase documents as instructed or deemed necessary by OHFA and/or HUD. Such actions shall be performed within a reasonable time as may be determined by SMHA, OHFA or HUD.

**VI. Post Completion/Warranty Phase:** After execution of the Certificate of Completion, the A/E shall:

- a. Consult with and make recommendations to SMHA during the warranty period regarding construction and equipment warranties.
- b. Apply for and obtain any available energy or utility related rebates.
- c. Perform an inspection of the construction work, materials systems and equipment no earlier than nine months and no later than ten months after completion of the construction contract and prepare a written report to SMHA. At SMHA's request and conduct additional warrant inspections as an Additional Service.
- d. Advise and assist SMHA in construction matters for a period of up to eighteen months after completion of the project.
- e. Assist SMHA with answering any inquiries made by OHFA (if applicable) and/or HUD.
- f. Assist SMHA with requested documentation related to Audits (HUD, OIG etc.). Oral and written interviews if necessary.

- VII. The A/E's Basic Services shall also incorporate the following items:
- a. Perform periodic inspections (quality assurance) and ensure the construction project is in compliance with bid documents during construction and warranty phase.
  - b. Conduct at least one site visit per week; publish field report per site visit, documented with photographs.
  - c. Participate in the progress meetings, 1 per week; produce minutes of these meetings for the record.
  - d. Review and document construction progress, final inspections, punch-out documentation, back-punch and project acceptance.
  - e. Direct methods to ensure achieving the desired construction results.
  - f. Monitor the progress and take measures to maintain the project schedule.
  - g. Review and certify Proposer payment requests, process applicable HUD, SMHA and/or OHFA (if applicable) documentation.
  - h. Issue a certificate of completion for each unit completed.
  - i. Provide SMHA with weekly project summary reports that include, at a minimum, the project name, author, summary of recent project events, accomplishments of prior week, goals for upcoming week, deadlines, scope issues, and open items.

VIII. **Time of Performance for Basic Services:** The selected A/E shall conform to the following timeline for preparing, delivering, and obtaining SMHA approval for Basic Services:

- a. Schematic Design/Preliminary Study Documents Phase and Design Development Documents necessary for initial submission to HUD or for financing, including, but not limited to 80% drawings, by **45 DAYS from Notice of to Proceed/Notice of Task Assignment.**
- b. Remaining Design Development Documents within 80 days of Notice of Task Assignment.
- c. Bidding, Construction and Contract Document phase required documents within 45 days of SMHA approval of Design Development Documents.
- d. Notwithstanding the time periods listed above, if the project is funded with OHFA financing, all submittals and required documents for each phase shall be submitted in accordance with OHFA deadlines and standards.

IX. **Services:** The Authority anticipates possible projects which may be pursued with the selected firms including:

- a. Comprehensive Modernization of Public and Affordable Housing properties which include single and multi-family as well as high rise (4 or more stories) and buildings with elevators.
- b. Site improvements including driveways, sidewalks, site lighting, landscaping, retaining walls, out buildings, drainage, and fencing.
- c. Moderate Rehabilitation of single and multi-family properties for the creation of energy efficient Green communities.
- d. Predevelopment, new construction, and gut rehab.
- e. Design Work-Architectural, MEP and structural upgrades to the interior and exteriors of various buildings at a variety of properties.
- f. Roofing at various properties.
- g. Rehabilitation of fire, water, mold, and wind damaged properties.
- h. Upgrades of playgrounds.
- i. Property assessments and/or forensic evaluations of structural, electrical, plumbing or other defects in single or multi-family housing.

**X. A/E Additional Services:** SMHA may request A/E to perform services that are not defined as Basic Services as outlined above or otherwise required to be performed under this solicitation and/or the contract document. These services shall be considered Additional Services and A/E shall be compensated in accordance with the hourly fee schedule as provided in the A/E Proposed Fee Submission. Prior to additional services being performed, A/E and SMHA shall agree in writing to such services.

## **Part II Statement of Qualifications.**

Contractors proposal shall include a Statement of Qualifications that includes the following:

### Section 1: General Information

- a) Project Name
- b) Firm Name & background information
- c) Organizational Chart identifying all key personnel and members of the proposed team to work with SMHA under this solicitation.
- d) Point of Contact: Name, title, telephone number, email address.

### Section 2: Key Personnel

Identify the Contractor's proposed team. Include a resume for each identified team member that includes the following information:

- a) Names of Key Personnel and Role under this Contract
- b) Years of experience
- c) Firm Name & Location
- d) Education
- e) Current Professional Registration
- f) Other Professional Qualifications i.e. publications, awards, memberships, training, etc.
- g) Relevant Projects. Provide information on up to five projects in which the person had a significant role that demonstrates the person's capability relevant to her/his proposed role in this contract.

### Section 3 Completed Projects which Best Illustrate Proposed Team's Qualifications for this Contract

Provide a list of at list five projects that demonstrates your Team's capability to perform work similar to the work required under this Contract. Include the following Information for each project:

- a) Project Name & Location
- b) Year Completed
- c) Project Owner with Point of Contact name and contact information
- d) Brief Description of Project and its Relevance to this Contract. Please include scope, size, cost, principal elements and special features of the project.

### **Part III Evaluation and Selection**

**Basis for award:** The contract will be awarded to the firm(s) whose proposal SMHA determines to be the most advantageous, with price and other technical factors considered.

Technical factors include:

1. **Experience of Firm:** Proposers shall demonstrate successful experience and capability in providing the services described in this Request for Qualifications.
2. **Experience of Staff:** The Proposer(s) must demonstrate successful experience and capability of the staff and sub-consultants proposed for this engagement in providing services described in this RFQ.
3. **Capacity:** Demonstrated ability of the Proposer(s) to provide the resources necessary for the timely and efficient implementation of SMHA's goals and objectives as described in this RFQ.

Relative weight of technical evaluation factors:

<b><u>Factors</u></b>	<b><u>Points</u></b>
1. Experience of Firm.	30
2. Experience of Proposed Team.	20
3. Capacity.	30
4. Pricing.	20
<b>Total Points</b>	<b>100</b>

Price will be considered in conjunction with technical factors by the SMHA to determine the proposal that is most advantageous and offers the best value to SMHA.

### **Part III. Submission Requirements**

Submission Requirements: To be considered, Proposer's bid packet must be fully completed. Please read all the Instructions carefully and contact SMHA if you have any questions. A complete proposal packet will contain the following completed items:

1. Request for Proposal Proposer Information Form
2. Statement of Qualifications:
3. Completed Fee Proposal.
4. Completed Non-Collusive Affidavit & Full Disclosure
5. Completed Section 3 Form
6. Completed W-9, if not already provided.

Only email submissions will be accepted. The email shall be addressed to [procurement@smhaohio.org](mailto:procurement@smhaohio.org). The subject line of the email shall state the Proposer's name and include the words "RFQ 2025-004". No late submittals will be accepted. Electronic signatures are accepted.

**FEE Proposal:** Please provide a fee proposal with job titles and applicable hourly rates for the typical services provided for by A/E. Typically projects will be priced using hourly fees or an amount not to exceed.

### **PART IV. OTHER RELEVANT INFORMATION**

- a. **Assigning Tasks:** Once a project is identified, SMHA will negotiate project scope and fee with the highest ranking respondent. If negotiations are unsuccessful, SMHA will offer the project to the next highest ranking respondent and begin negotiations. Contractor will be required to execute a [\*Form HUD – 51915 Model Form of Agreement Between Owner and Design Professional.\*](#)
- b. **Davis Bacon/Prevailing Wages:** Prevailing wage requirements of the Davis-Bacon and related Acts (DBRA) apply to laborers and mechanics on federal construction and most federally assisted construction projects in excess of \$2,000. If Davis Bacon applies, the Proposer shall follow all requirements including, but not limited to, submitting required documentation to evidence compliance.
- c. **Section 3:** The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent possible, provide training, employment, contracting and other economic opportunities to low- and very low-income persons, especially recipients of government assistance for housing, and to businesses that provide

economic opportunities to low- and very low-income persons. SMHA provides preferences to business that are registered as Section 3. For more information on Section 3 or how to register to become a Section 3 business please visit: <https://www.hud.gov/section3> or contact SMHA's Procurement Department at [procurement@smhaohio.org](mailto:procurement@smhaohio.org).

For this solicitation, Section 3 Proposers and/or acceptable Section 3 Strategy Plans will receive up to 15 preference points.

- d. **Contract Documents:** The contract executed pursuant to this RFQ shall include:
- i. This RFQ in its entirety
  - ii. Required HUD Forms:
    1. *Form HUD 5369-A Representations, Certifications, and Other Statement of Bidders*
    2. *Form HUD 5369-B Instructions to Offerors – Non-Construction;*
    3. *Form HUD 5370-C General Conditions for Non-Construction Contracts, Section I*

Please carefully read and review the relevant HUD and SMHA required not limited to, the SMHA insurance requirements, prior to submitting your proposal. SMHA's documents are available for review at <https://smhaohio.gov/solicitations/>

e. **Additional Information May Be Required:**

If you are new to doing business with SMHA or it's been more than one year since you've worked on a SMHA related project, prior to Contract Award SMHA may require additional information including, but not necessarily limited to, references and evidence of capacity to perform. SMHA will request this information only if Proposer is selected for the award. Proposer will then have 72 hours to provide the requested information. If Proposer fails to provide the requested information, the information is inadequate or the information proves disqualifying in SMHA's discretion, SMHA will cancel the award and select the next lowest bidder for the Contract Award.

f. **Reservation of Rights:**

SMHA reserves the right to reject a proposal, if, in its sole discretion, that bidder is determined not to be the best-qualified or to be deficient in experience, technical

proficiency or unable to provide qualified manpower to meet the specifications. SMHA reserves the rights to reject any or all proposals, to waive any informality in the RFQ process, or to terminate the RFQ process at any time, if deemed by SMHA to be in its best interests. SMHA reserves the right not to award a contract pursuant to this RFQ. SMHA reserves the right to change, modify, amend, revise or alter any of the instructions, terms, conditions, and/or specifications identified in the RFQ documents within any attachment or drawing, or within any addenda issued. All addenda will be posted to SMHA's website at <https://smhaohio.gov/solicitations/>

**g. Questions regarding this Solicitation:**

If you have any questions or if you'd like to receive notifications concerning this solicitation, please send a request with your name and email address to [procurement@smhaohio.org](mailto:procurement@smhaohio.org).

**h. Term:** The term of this contract is one year with an option to renew for an additional four years renewed in one-year increments.

# Fee Proposal

Please submit an hourly rates or flat fees for the following:

Re-Inspections - \$\_\_\_\_\_

Hourly Rate for Additional Services: \$\_\_\_\_\_