



Portland Community Reinvestment Initiatives, Inc.
6329 NE Martin Luther King Jr. Blvd
Portland, OR 97211
(503) 288-2923

Architectural Services Request for Proposals

Portland Community Reinvestment Initiatives
6329 NE Martin Luther King Jr. Blvd.
Portland, OR 97211



PCRI Pathway 1000 Homeownership Phase 2

Date of Release: August 9, 2023
Due Date: September 15, 2023, 3 PM PDT

RFP Contact:

Jeremy Jostand, hd@pcrihome.org, (971) 420-2211

Thank you for your dedication and commitment to making a positive impact on our community.



“Affordable Housing Without Compromise”

I. INTRODUCTION

SUMMARY

Portland Community Reinvestment Initiatives (**PCRI**) developed the Pathways 1000 Initiative to construct 1000 units of affordable housing in North and Northeast Portland. The expectation is that 800 of those units will be constructed as a for sale product for low to moderate income buyers.

PCRI received a funding award to continue providing affordable housing for homeownership opportunities. The funding received will help PCRI construct 12 units of affordable housing over 4 scattered site properties. This Request for Proposals will help PCRI identify and hire the architect to complete the design for each location and lead us through the design review and permitting processes. The architect shall be responsible for ongoing activities during construction, providing feedback to PCRI, the General Contractor(s) meetings and subcontractors. All final decisions will be made by PCRI.

The selected architect shall plan on hiring engineers that will be necessary to complete the job including but not limited to: structural, civil and geotechnical engineering firms. PCRI will hire and work directly with the energy consultant, general contractors, surveyor(s), building removal or deconstruction contractors, and environmental remediation and review consultants.

BACKGROUND & PURPOSE

Portland Community Reinvestment Initiatives was formed in the early 1990s in response to disinvestment, redlining, and other discriminatory practices that put hundreds of lower-income families, mainly from African American communities, at risk of losing their homes. PCRI preserved over 350 housing units at its inception, preventing the displacement of hundreds of families. PCRI's subsequent acquisition of the Albina Community Development portfolio preserved at-risk housing stock in Northeast Portland, expanding PCRI's portfolio to over 800 units and further mitigating gentrification and displacement. Now the largest African American provider of affordable housing in North and inner Northeast Portland, PCRI's deep connections with minority residents and culturally competent partners has earned the organization a reputation of promoting housing stability and ensuring access for historically under-represented communities.

Our mission is to preserve, expand and manage affordable housing in the City of Portland and provide access to, and advocacy for, services for our residents.

"Affordable Housing Without Compromise"

II. GENERAL

ARCHITECT REQUEST FOR PROPOSAL (RFP)

Notice is hereby given that Portland Community Reinvestment Initiatives is seeking Proposals from firms for Architectural & Engineering Services. Projected services should begin within 30 days of the award's notice, during which time PCRI and the awarded firm shall negotiate the contract for services.

Sealed responses must be marked "Competitive Proposal" in a sealed envelope and be received prior to 3:00 PM PDT, Friday, September 15, 2023, at the following address:

Portland Community Reinvestment Initiatives (PCRI)
Attn: Jeremy Jostand & Housing Development
6329 NE Martin Luther King Jr. Blvd.
Portland, OR 97211

RFP responses received after the closing time will not be opened and will be kept unopened. Delivery to an office other than the office identified above is not acceptable.

PCRI may reject any response, not in compliance with all prescribed public bidding procedures and requirements, may reject for good cause any or all responses, and reserves the right to waive all informalities in their best interest. PCRI is an Equal Employment Opportunity and Affirmative Action employer.

PROJECT AND LOCATIONS

The development will construct 12 single family homes at 4 properties. Each property will have 3 single family homes constructed on it using the "Cottage Cluster" type of development according to Portland's City Code. Due to the budget identified in the application process, the homes will need to be 1250 sq ft maximum, have 3 bedrooms, two bathrooms, outdoor space, and two (2) off-street parking spaces with appropriate access to local streets. It is acceptable to use the same home design at all 4 locations, but PCRI prefers some variance in the aesthetics of the homes (such as different roof configurations, exterior siding design, etc). Per the "Cottage Cluster" requirements, each property will need a communal space accessible from each home.

Construction is expected to begin by June 30, 2024, with the first homes completed by March 31, 2025. Construction will be staggered with expected completion of the final homes by December 31, 2025.

The properties are Single Family Residential lots in Northeast Portland (see attachments as listed):

- 12748 NE Halsey Street (1485 NE 128th Ave per Portlandmaps)
Portland, Oregon 97230
Property ID R309910
Zoned RM1, Residential Multi-Dwelling 1, Existing structures to be removed
.17 acre corner lot at the junction of NE Halsey Street and NE 128th Avenue
- 5125 NE Campaign Street
Portland, Oregon 97218
Property ID R189482
Zoned R5, Residential 5000, Vacant land
.22 acre infill lot near the intersection of NE Campaign St and NE 52nd Avenue

Properties (continued)

- 836 NE Beech Street
Portland, Oregon 97212
Property ID R207147
Zoned R2.5, Residential 2500, Existing structures to be removed
.11 acre corner lot at the junction of NE Beech Street and NE 9th Avenue (5000 sq ft)

- 4744 NE 14th Place
Portland, Oregon 97211
Property ID R295495
Zoned R5, Residential 5000, Existing structures to be removed
.11 acre corner lot at the junction of NE 14th Place and NE Wygant Street (5000 sq ft)

All existing structures that need to be removed will be done outside of this solicitation.

The PCRI Housing Development team has been through a conceptual design process for the application they submitted for funding. Therefore, the team has working knowledge of what they expect to see completed at each location. In the interest of keeping intellectual property confidential, the site plans will not be shared with this RFP or the awarded architect.

ARCHITECT INFORMATION AND QUALIFICATIONS

This proposal is for wood frame, new construction. Please answer the questions providing information to support new construction.

1. Provide the following information:
 - a. Name of firm
 - b. Complete address
 - c. Contact person
 - d. Telephone number
 - e. Fax number
 - f. Internet address
 - g. E-mail address
2. Provide a General Statement of Qualifications that responds to the project background information given above and the "Attachments."
3. The project has intentions to meet MWESB goals. Please describe how you expect to help the project meet MWESB goals.
4. Personnel
 - a. List your firm's professional and support personnel that you expect to work on this development with a brief biography and explanation of relevant experience to projects of similar size and scope.
 - b. Describe your organizational experience in the design and project management of "Cottage Cluster" development (not specific to Portland).
 - c. Please provide 3 references for single family housing development within the past 5 years. Please include:
 - 1) Name of project
 - 2) Client contact
 - 3) Owner's total initial budget
 - 4) Total project cost, and percentage increase or decrease
 - i. Number of change orders

- ii. Total cost of change orders
 - 5) Date of bid
 - 6) Scheduled completion date
 - 7) Actual completion date
 - d. List your three best homeownership projects and the project personnel, including consultants, for those projects.
- 5. Special Design Concerns
 - a. Explain how your firm designs with consideration of the Americans with Disabilities Act (ADA) and the needs of buyers with limited mobility. Provide examples.
 - b. Efficient energy usage is a concern of the corporation.
 - 1) Describe how your firm incorporates this aspect of design into its work. Provide examples.
 - 2) Describe your firm's knowledge and experience in designing to LEED, Earth Advantage or Energy Star certification.
- 6. Architectural/Engineering Service
 - a. Provide information on your current workload and how you would accommodate this project.
 - b. Describe in detail the process you would follow from schematic approval through approval of the final design.
 - c. Outline the design schedule you will implement to meet the expected construction and occupancy dates. Describe the methods you would use to maintain this schedule.
 - d. Describe the types of problems you have encountered on similar projects and explain what you did to resolve the problems and what you would do differently to avoid such problems on future projects.
 - e. Describe how your firm can add value to this project and the process and include examples of situations from comparable projects where the owner realized tangible value.
- 7. Construction Costs
 - a. Describe cost control methods you use and how/if you establish cost estimates.
 - 1) Please summarize your experience with value engineering services and processes
 - 2) Architects will not be expected to provide cost estimates.
 - b. List the steps in your standard change order procedure (to the client).
- 8. Legal Concerns
 - a. Explain the circumstances and outcome of any litigation, arbitration, or claims filed against your company by a client or any of the same you have filed against a client.
 - b. You must submit a Certificate of Insurance with PCRI listed as a Certificate Holder/Additionally Insured if you are awarded the contract.
 - 1) Explain your General Liability Insurance coverage, including Worker's Compensation and Auto Liability coverage.
 - 2) Explain your Professional Liability Insurance coverage, including amongst others, your Director's and Officer's, and Umbrella coverages.
- 9. Fees
 - a. Provide information on your preliminary fee structure based on the scope indicated below, including anticipated reimbursable costs.
 - b. Submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.
 - c. For reimbursables, printing and consulting fee please identify if these will be billed at cost or at cost plus percentage.

III. SCOPE OF WORK

Include in the Scope of Work

The intent of this RFP is to have the firms under consideration specifically address the services required and provide a well-considered price proposal for those services.

PCRI is looking for a "turnkey" approach, where the architecture firm will provide the following services and activities (not listed in order of preference):

1. A conceptual plan for each of the four (4) properties listed, incorporating modern design elements with the character of each immediate surrounding community.
2. Recommendations relative to the installation of different building systems (e.g., heat and air conditioning systems, renewable energy options, home Electric Vehicle (EV) charger).
3. Specific conceptual drawings and detailed engineering and construction drawings (if necessary), to serve as the basis for both bidding and construction by a general contractor.
4. Preparation of necessary bid documents to be sent to construction firms for the project.
5. Review of the bids received to assess the relative merits of each and assist the owner in awarding the contract, as well as in preparing (from a business perspective) an appropriate contract (owner will have legal representation) if standard AIA Contract Documents are not used.
6. Preparation of specific marketing materials for a pre-sale and post-completion sales efforts (e.g., renderings, both interior and exterior).
7. Regular site observations of the contractor and subcontractors during the construction phase, and approval of work compared to construction drawings. This will help ensure scheduled payments are made, with appropriate holdbacks, when approved work has been completed.
8. Lead and assist, with the City of Portland building permit approval process.
9. Architect will coordinate the work of all consultants whether hired by the architect or by the owner.
10. Construction administration up to 3 hours per month per property is included. All Construction Administration above this amount will be charged as time and material.
11. Review of Contractor Requests for Information and Substitution Proposals
12. Final sign-off on the project, assuring that the final project represents what was originally conceptualized and captured in the working drawings.
13. This project is expected to be completed by December 31, 2025.
14. Please note whether you expect to incur charges or not for Building Code Appeals or Land Use Design Review or Adjustments, in the proposal.

Not Included in the Scope of Work

There are specific functions PCRI will take on during predevelopment, construction, and sale of the single-family homes. Please do not include the following activities and services in your Proposal for Architectural services:

1. PCRI will:
 - a. Apply for all affordable housing programs that apply to each property including but not limited to: (architect will provide information or supporting documentation as needed)
 - i. Inclusionary Housing.
 - ii. Homeowner Limited Tax Exemption Program (if applicable).
 - iii. System Development Charge waivers (SDC waivers).

- b. Apply for all rebates for energy efficient construction, materials and Electric Vehicle charging stations.
- c. Pay fees to City, County or State agencies.
- d. Select and pay for structural, civil, or landscape design and consultants (only if necessary).
- e. Select and pay for Mechanical, Electric and Plumbing design (only if necessary).
- f. Coordinate temporary power with the General Contractor and electrical subcontractor.
- g. Select furnishings, fixtures, equipment, cabinetry, hardware and finishes.
- h. Select all color schemes for exterior and interior finishes.

Design Assumptions

PCRI expects multiple General Contractors to be awarded contracts for construction of the homes. Therefore, the following assumptions must be made:

- 1. Architectural and structural design will be developed for all 4 sites to the point that contractors can give a quality bid on the projects.
- 2. Architectural and structural design will continue as needed after bidding is complete.
- 3. The Project will be designed per all applicable codes including but not limited to: Residential Building Code, State of Oregon and City of Portland codes.
- 4. All locations will use the same (or a similar) house design to help reduce design time and costs on the project (if one bidder is awarded all locations). PCRI prefers each home has aesthetic differences among the homes, and each property has 3 homes.

IV. LIST OF ATTACHMENTS

- “Attachment A” 12748 NE Halsey Street map with information**
- “Attachment B” 5125 NE Campaign Street map with information**
- “Attachment C” 836 NE Beech Street map with information**
- “Attachment D” 4744 NE 14th Place map with information**

V. SELECTION PROCESS

The PCRI Evaluation Committee for this (proposal) will determine which Proposal or Proposals are accepted, and in PCRI’s sole judgment, are in the best interest of the organization. Proposals should address the evaluation criteria listed below.

Evaluation Criteria	Points
Firm Capacity	up to 10 points
MWESB Owned	0 or 10 points
MWESB Inclusion Strategy	up to 10 points
Price	up to 10 points
Entire Scope of work included	up to 10 points
Engineering included	up to 10 points
Consultants included	up to 5 points
Total	up to 60 points
Bonus points (tie breaker)	up to 10 points

PCRI may request further clarification to assist the Evaluation Committee in gaining additional understanding of Proposals. A response to a clarification request must be to clarify or explain portions of the already submitted Proposal and may not contain new information not included in the original Proposal.

Proposers are not required to bid on all locations. A proposal can include one, two, three or all four locations. PCRI in their sole discretion may award the project to separate architects. If you are responding by location, please clearly enter amounts for each location separately and identify those terms in your proposal. If your bid is only valid if you are awarded a specific number of properties, please identify this in your proposal.

VI. SUBMISSION

Sealed responses must be marked "Competitive Proposal" in a sealed envelope and be received prior to 3:00 PM PDT, Friday, September 15, 2023, at the following address:

Portland Community Reinvestment Initiatives (PCRI)
Attn: Jeremy Jostand & Housing Development
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VII. QUESTIONS AND CLARIFICATIONS

All inquiries, whether relating to the RFP process, administration, deadline or method of award, or to the intent or technical aspects of the RFP must:

- Be delivered to PCRI via email at hd@pcrihome.org
- Reference the RFP name
- Identify Proposer's name and contact information
- Be sent by an authorized representative
- Refer to the specific area of the RFP being questioned (i.e. page, section and paragraph number)
- Be received by the due date and time for Questions/Requests for Clarification

All questions and comments must be submitted no later than 5 PM on September 6, 2023. Responses will be posted by September 8, 2023 on the PCRI website pcrihome.org. Awards are expected to be announced by September 30, 2023.

“Attachment A”

**12748 NE Halsey Street
Portland, OR 97230**

Multnomah County Property ID: R309910

Zoned RM1, Residential Multi-Dwelling 1, Existing structures to be removed

.17 acre corner lot at the junction of NE Halsey Street and NE 128th Avenue

3 Homes in a Cottage Cluster Development: Each home shall have 3 bedrooms, 2 bathrooms
and 2 off street parking stalls

The screenshot displays the Portland Maps interface. The map shows a grid of lots along NE Halsey St, with lot 1485 highlighted in a blue border. The right-hand panel provides detailed information for the selected property.

**1485 NE 128TH AVE
PORTLAND, OR 97230**

PROPERTY

Year Built	1952
Description	SINGLE FAMILY RESIDENTIAL
Bathrooms	FBI
	HB2
Building Area	1000 sq ft
Neighborhood	HAZELWOOD
Jurisdiction	Portland / Multnomah
Zoning	RM1 - Residential Multi-Dwelling 1
Elevation	296 ft (approximate)
Owner	PORTLAND COMMUNITY REINVEST INITIATIVES INC
Owner Address	6329 NE M L KING BLVD PORTLAND, OR 97218-3029

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-3326 or darcs@multco.us.

Portland Transition: New Geographic Districts

Assessor

Last Sale

Price	\$0.00
Date	12/01/1988

Property Values (2022)

Market Value	\$0.00
Assessed Value	\$0.00

Taxes (2022)

Property Taxes	\$0.00
Total Taxes	\$0.00

Assessor Detail

“Attachment B”

**5125 NE Campaign Street
Portland, OR 97218**

Property ID R189482

Zoned R5, Residential 5000, Vacant land

.22 acre infill lot near the intersection of NE Campaign St and NE 52nd Avenue

3 Homes in a Cottage Cluster Development: Each home shall have 3 bedrooms, 2 bathrooms
and 2 off street parking stalls

The screenshot displays the Portland Maps interface. The map shows a grid of lots with various parcel numbers. The lot at 5125 NE Campaign St is highlighted with a red border. The right-hand panel provides detailed information for this property.

**5125 NE CAMPAIGN ST
PORTLAND, OR 97218**

PROPERTY

Year Built	
Neighborhood	CULLY
Jurisdiction	Portland / Multnomah
Zoning	R5 - Residential 5,000
Elevation	208 ft (approximate)
Owner	PORTLAND COMMUNITY REINVEST INITIATIVES INC
Owner Address	6329 NE M L KING BLVD PORTLAND OR 97211-3029

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-3326 or darcis@multco.us.

Portland Transition: New Geographic Districts

Assessor

Last Sale

Price	\$14,500.00
Date	04/01/1987

Property Values (2022)

Market Value	\$0.00
Assessed Value	\$0.00

Taxes (2022)

Property Taxes	\$0.00
Total Taxes	\$0.00

[Assessor Detail](#)

"Attachment C"

**836 NE Beech Street
Portland, OR 97212**

Property ID R207147

Zoned R2.5, Residential 2500, Existing structures to be removed

.11 acre corner lot at the junction of NE Beech Street and NE 9th Avenue (5000 sq ft)

3 Homes in a Cottage Cluster Development: Each home shall have 3 bedrooms, 2 bathrooms and 2 off street parking stalls

The screenshot displays the Portland Maps website interface. The top navigation bar includes 'Portland Maps', 'Places', 'Account', 'Support', and 'Advanced'. A search bar on the right contains the address '836 NE BEECH ST'. The main map area shows a street grid with several lots highlighted in light brown. Lot 836 is highlighted with a red border. The right-hand panel provides detailed information for the selected property:

**836 NE BEECH ST
PORTLAND, OR 97212**

PROPERTY

- Year Built: 1900
- Description: SINGLE FAMILY RESIDENTIAL
- Bathrooms: 1 FULL BATH
- Building Area: 948 sq ft
- Neighborhood: KING
- Jurisdiction: Portland / Multnomah
- Zoning: R2.5 - Residential 2,500
- Elevation: 184 ft (approximate)
- Owner: PORTLAND COMMUNITY REINVEST INITIATIVES INC
- Owner Address: 6329 NE M L KING BLVD PORTLAND OR 97211-3029

For more information about data updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-3326 or dartcs@multco.us.

Portland Transition: New Geographic Districts

Assessor

Last Sale

Price	\$11,400.00
Date	12/01/1989

Property Values (2022)

Market Value	\$0.00
Assessed Value	\$0.00

Taxes (2022)

Property Taxes	\$0.00
Total Taxes	\$0.00

Assessor Detail

Permits & Zoning

“Attachment D”

**4744 NE 14th Place
Portland, OR 97212**

Property ID R295495

Zoned R5, Residential 5000, Existing structures to be removed

.11-acre corner lot at the junction of NE 14th Place and NE Wygant Street (5000 sq ft)

3 Homes in a Cottage Cluster Development: Each home shall have 3 bedrooms, 2 bathrooms
and 2 off street parking stalls

Portland Maps Places Account Support Advanced

4744 NE 14TH PL
PORTLAND, OR 97211

PROPERTY

Year Built	1909
Description	SINGLE FAMILY RESIDENTIAL
Bathrooms	1 FULL BATH
Building Area	1,588 sq ft
Neighborhood	SABIN
Jurisdiction	Portland / Multnomah
Zoning	R5 - Residential 5,000
Elevation	236 ft (approximate)
Owner	PORTLAND COMMUNITY REINVEST INITIATIVES INC
Owner Address	6329 NE M L KING BLVD PORTLAND OR 97211-3029

For more information about date updates or discrepancies, please contact Multnomah County Assessment, Recording & Taxation at (503) 988-3326 or derics@multco.us.

Portland Transition: New Geographic Districts

Assessor

Last Sale

Price	\$12,500.00
Date	12/01/1987

Property Values (2022)

Market Value	\$0.00
Assessed Value	\$0.00

Taxes (2022)

Property Taxes	\$0.00
Total Taxes	\$0.00

Assessor Detail

Permits & Zoning