

**COUNTY OF FAIRFAX
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**

**PROFESSIONAL ARCHITECTURAL & ENGINEERING SERVICES
BASIC ORDERING AGREEMENT**

REQUEST FOR QUALIFICATIONS

ISSUE DATE: May 15, 2024 CLOSING DATE/TIME: June 26, 2024/ 2:00 p.m.

THE COUNTY OF FAIRFAX, VIRGINIA, Department of Housing and Community Development (DHCD) is soliciting Statements of Qualifications from Architectural/Engineering (A/E) firms to provide professional architectural, engineering and related services under a Basic Ordering Agreement (BOA) for new projects and/or rehabilitation of existing housing and community development facilities in Fairfax County. The services may include but will not be limited to feasibility and condition assessment studies, land use approval, plan development, design of construction documents, permitting, construction administration, accessibility compliance audits, and support in seeking Low Income Housing Tax Credit (LIHTC) awards. Selected firms shall have a full-service consultant team offering professional services in architecture, mechanical, electrical, plumbing, structural, civil, transportation, environmental, geotechnical, and value engineering, land surveying, master planning, landscape architecture, accessibility compliance, HVAC commissioning, special inspections/testing, sustainable design, life safety/code compliance/fire protection, independent construction cost estimating, and permit expediting.

DHCD intends to award up to three (3) BOA's, each with a ceiling limit of \$10,000,000 per year. The contract amount for any one project over the duration of the BOA shall not exceed \$2,500,000. The initial term of each BOA will be one-year and may be renewed for up to three additional one-year terms at the option of the County. Any uncommitted fund authorization at the end of each one-year term will not roll over to the next one-year term. All services will be implemented on a task order basis, as needed. No specific projects are identified at this time.

A Selection Advisory Committee (SAC) will review and evaluate the Statements of Qualifications submitted by all firms based on the criteria listed below. Each criterion will be rated on a scale ranging from 1 to 5, with 1 being unacceptable and 5 being excellent. In addition, each criterion has been assigned a percentage-based weight factor, depending on the importance of the criterion. The criteria will be used to establish a short list of firms to invite for interviews.

Shortlist Selection Criteria		
No.	Description	Weight
1	Project Manager's Qualifications and Relevant Experience	20%
2	Key Team Members' Qualifications and Relevant Experience	20%
3	Firms' Relevant Experience (Prime and Sub-Consultants)	20%
4	Resource/Personnel Availability and Ability to Respond to Project Needs	10%
5	Past Performance and References	10%
6	Experience with federal, state, and Fairfax County codes/ordinances, zoning and permitting requirements	10%
7	Experience with projects funded with VHDA and/or HUD assistance*	10%

*Note: Federal assistance under Section 8 of the Housing Act of 1937 (aka Housing Choice Voucher Program) does not qualify as HUD funding for projects.

The SAC will select firms for the short-list, conduct interviews with the selected firms, and make final selection recommendations to the Director of the Department of Housing and Community Development (DHCD).

DHCD intends to assign projects under the established BOA's based on the following considerations:

- Specialized capabilities of consultant and sub-consultant team
- Previous experience with similar projects
- Availability of resources
- Performance on previously assigned task orders
- Number of previous task orders assigned

Consultants who wish to be considered in the selection must submit five (5) hard copies and a PDF file (on portable data storage device) of their Statements of Qualifications to Casey Sheehan, Department of Housing and Community Development, 3700 Pender Drive, Suite 300, Fairfax, VA 22030-6039. All submissions must be complete and clearly demonstrate the capability to provide the services specified in this Request for Qualifications.

The Statements of Qualifications submission must include:

1. Statement of Interest;
2. GSA Standard Form 330 (SF330) Part I and Part II for the primary firm and all sub-consultants; and
3. List of references with current addresses and telephone numbers for new construction of and/or rehabilitation of affordable residential housing projects that have been completed within the last five (5) years.

All Statements of Qualifications shall be delivered by no later than 2:00 p.m., local prevailing time on June 26, 2024. Statements of Qualifications received after this date and time will not be considered. The Statements of Qualifications shall not exceed thirty (30) double-sided pages or sixty (60) single-sided pages, including required SF330. Fairfax County is committed to protecting the environment. Therefore, submittals must be made of paper product only. All questions and inquiries pertaining to this solicitation should be directed to Casey Sheehan at (703) 246-5146 or by email at Kevin.Sheehan@fairfaxcounty.gov

Fairfax County is committed to paying a living wage to all qualified County employees and encourages contractors and sub-contractors involved in all County programs, services, and activities to pay a living wage to their employees.



To request this information in an alternate format, please call Sara Dietz, Design, Development & Construction Division, DHCD at 703-246-2227, TTY711.