



KulshanCLT
a community land trust

REQUEST FOR LETTERS OF INTEREST AND STATEMENTS OF QUALIFICATIONS Planning, Engineering, Surveying, Architectural and Financing Services

Kulshan Community Land Trust requests letters of interest and statements of qualifications from firms and teams offering to provide planning, engineering, surveying, architectural and financing services to assist in the development of CLT homes in Bellingham, WA.

Preliminary Project Description:

This development will require an inclusive, community-based site planning process leading to a site plan and subdivision for 20 or more single family homes. KulshanCLT representative(s) and the design team will work with nearby neighbors and community members to arrive at an optimal site plan that will maximize the number of homes while respecting concerns for open space, trail corridors, utility easements, the history of the site and its neighborhood context. Opportunities for creative solutions exist within the Bellingham Municipal Code Demonstration Program for Innovative Permanently Affordable Homeownership Projects (BMC 20.27).

Site Description:

The potential development site, approximately two acres, includes platted lots and vacated street rights of way adjacent to Squalicum Creek Park, near Bellingham Technical College in the Birchwood Neighborhood. General information about the site and early community sentiment about the development is included in the street vacation process reviewed by the City Council at their June 21, 2010 meeting:

[http://www.cob.org/web/COUNCIL.nsf/0/7CF450104B28E0148825774500571FFF/\\$File/21jun2010_AB18898.pdf?OpenElement](http://www.cob.org/web/COUNCIL.nsf/0/7CF450104B28E0148825774500571FFF/$File/21jun2010_AB18898.pdf?OpenElement)

Scope of Work: The scope of services required will be phased.

Phase I: The first phase is a site planning process that will minimally include site analysis, three public meetings with interested neighbors, discuss with city officials regarding approval processes and issues associated with the site development, preliminary site planning and program development. Anticipated deliverables: three conceptual site plans with two page narrative descriptions. Phase I will begin in late July or early August, 2010.

Phase II: The next phase begins, ideally by October, 2010, with the selection of a preferred site plan, or modified hybrid. The design team will begin design development to the point where subdivision application submittals and preliminary cost estimates are completed.

Phase III: Third Phase will be undertaken after KulshanCLT secures city preliminary plat approval and commitments for financing for construction of the project. The Third Phase will be comprised of full architectural, surveying and civil engineering services including design development to produce construction permit applications, construction contract plans and specifications, and will include construction contract administration, and post construction services.

Women and Minority-owned Business Enterprises:

All applicants are strongly encouraged to directly solicit W/MBE firms in creating their team.

Interviews and Selection process:

KulshanCLT may choose to interview one or more firms on Thursday, July 22, 2010.

Submittal Requirements:

Responses to this RSQ shall be sealed in an envelope that shall be clearly labeled with the words "Indiana Lafayette Homes – Design Services" with the name and address of the firm and delivered to the KulshanCLT office at 215 W. Holly Street, Suite H-20, Bellingham, WA 98225 by July 19, 2010, 3:00 PM. An official authorized to bind the firm must sign one (1) original and provide four (4) additional copies of all the following documentation:

1. Letter of interest;
2. Responses to Criteria for Selection that include samples of work and demonstration of understanding of the scope of the project;
3. Profiles of the firm's principals, staff and facilities, professional services and certifications, along with profiles of other individuals or firms that will be part of the firm's team;
4. Name of the Project Lead who will be assigned to this project and his/her availability status;
5. List of projects relevant to this project on which the Project Lead served in a leading role;
6. List of three most current project references for the Project Lead who will be assigned to this project, including project address, construction contract amount, owner's name and telephone number, general contractor and telephone number;
7. Discuss how the firm and team will determine its fee for this project and whether nonprofit project rate will apply. Include a billable hourly rate schedule for professionals.

Preferred Qualifications and Criteria for Selection for the Firm and Team

1. General professional, technical competence and experience;
2. Past performance on affordable residential development planning and construction;
3. Past performance and demonstrated commitment to smart growth and green design;
4. Demonstrated capacity to perform work within time and budget requirements;
5. Experience with site planning and neighborhood involvement processes;
6. Familiarity with Bellingham, KulshanCLT and housing affordability.

Special Considerations

1. The selected firm will work closely with and report directly the KulshanCLT executive director or his designee who will represent KulshanCLT as the owner.
2. State or Federal prevailing wage rates may apply to construction.
3. Contracted services may be paid in part or in full by public funding from the City of Bellingham HOME Investment Partnership Program and/or other public funding.

For more information, contact Paul Schissler at KulshanCLT, PaulSchissler@KulshanCLT.org or 360.671.5600 ext 2.