



Baltimore Regional Housing Partnership

Request for Proposals Space Planning

Issue Date: 04/13/2021

Proposal Due Date: 05/14/2021

Contact Information:

Blaine Getachew

Baltimore Regional Housing Partnership 20 South Charles Street,
Suite 801

Baltimore, Maryland 21201 bgetachew@brhp.org

TABLE OF CONTENTS

SECTION I:	Introduction.....	Page 3
SECTION II:	Overview.....	Page 3
SECTION III:	Scope of Work.....	Page 4
SECTION IV:	Proposal Contents.....	Page 4
SECTION V:	RFP Schedule and Submission Requirements.....	Page 6
SECTION VI:	Evaluation Criteria and Procedure.....	Page 6
SECTION VII:	Conditions of Proposal.....	Page 7

I. INTRODUCTION

The Baltimore Regional Housing Partnership, Inc. (BRHP) is a private nonprofit organization committed to opening pathways to a better future for low-income families in Baltimore City. As Regional Administrator of the Baltimore Housing Mobility Program (Program) since 2013, BRHP has supported thousands of families in finding housing in high opportunities areas throughout the Baltimore region. Uniquely, BRHP is one of the few agencies who administer the Housing Choice Voucher Program on a regional scale and provide housing mobility counseling services to families. The program currently provides over 4,000 families access to housing, educational, and employment in high opportunity areas.

BRHP is optimistic about our future growth and current opportunities to continue providing much needed services to the greater Baltimore region, and accordingly, we are seeking a comprehensive solution to creating and managing the space planning process. BRHP's goal is to have a high degree of flexibility with our office space, ensuring that programmatic and operational needs are met, while providing a warm, welcoming and efficient space for those we serve.

II. OVERVIEW

BRHP is seeking experienced architectural and space planning professionals to assist in all aspects of planning, designing, and monitoring the construction of approximately 12,000 square feet of office space. The expectation is that the project will commence in June, 2021, with the concept and design, and the space renovation or construction will begin in 2022.

BRHP's leased offices are located in downtown Baltimore at 20 South Charles Street, Suite 801. The current lease agreement covers approximately 12,000 square feet, spread out over two floors, and expires in April of 2022. BRHP maintains a staff of approximately 50 employees. These services are needed to assist BRHP in identifying the best course of action for housing the BRHP offices at the expiration of the current lease agreement, whether through a redesign of the current space or in a new space identified through the services of a commercial real estate broker working with BRHP. BRHP desires a mix of small enclosed offices and open work space with hoteling options, conference area for large group gatherings preferably with kitchen access, access to natural light, nearby daycare amenities, improved ventilation, and easy access from parking or transportation.

The purpose of this Request for Proposals (RFP) is to select the most qualified vendors who should have at a minimum, qualifications and experience necessary to perform the scope of work as described herein, and shall be able to provide the services described in this RFP within the time frame required by BRHP.

BRHP strongly encourages locally owned, minority-owned and women-owned businesses, socially and economically disadvantaged business enterprises, and small businesses to submit a proposal, in response to this RFP.

III. SCOPE OF WORK

The general scope of services to be provided under this RFP should include, but not be limited to the following:

- A. Assisting BRHP in evaluating current and anticipated space needs with regard to organizational structure, functional requirements, and workspace design:
 - a. Examination of current office layout and function;
 - b. Interviews with BRHP leadership to determine organizational structure development strategy, anticipated staff growth, and other needs of BRHP;
 - c. Survey of BRHP staff to gather data on workplace requirements and preferences;
 - d. Review of survey of BRHP stakeholders concerning adequacy of space and office operations;
 - e. Review of BRHP corporate policies that impact workplace design.
- B. Analyzing the benefits and limitations to BRHP under the following scenarios:
 - a. Remaining in part of the current premises under a new lease agreement; or
 - b. Relocating to other leased office space in Baltimore City or the immediate area.
- C. Developing recommendations for office space needs for BRHP incorporating the following:
 - a. Space size in square feet;
 - b. Efficient, modern, and marketable workplace design and furnishing scenarios;
 - c. Functional layout and organization concepts through space programming;
 - d. Examination of alternative workplace strategies;
 - e. Workspace allocations for employees utilizing current and projected staffing needs;
 - f. Transportation and parking needs adequacy;
 - g. Any other recommendations or information that should be considered by BRHP.
- D. Providing BRHP with an estimated budget for the recommendations, taking into consideration the various location scenarios, as well as timelines for completion and benchmarks for use in tracking the project.
- E. Ongoing architectural consultation services as the project continues into the execution phase.

IV. PROPOSAL CONTENTS.

In order to simplify the review process and to obtain the maximum degree of comparability, the proposals should include the following items and be organized in the manner specified below, pages numbered (where applicable), sections tabbed and in an electronic format:

A. **Technical Proposals:** Technical proposals should address the issues set forth below in the order specified.

1. **Company overview** - Please provide an overview of the company to include the following:

- i. Description of the company to include structure (public or private), years active, number of employees, average project load, and platform of services;
- ii. Team overview to include principals assigned to BRHP and their biographies;
- iii. Notice of any potential conflicts of interest, either by individual team members or the company, as described in Section II.; and

2. **Project Process and Services** – Please provide a detailed description of the process by which you will evaluate BRHP’s needs and the services you intend to provide, including the following:

- i. Development of a systematic approach to evaluate the space needs of BRHP, including collecting and utilizing data from the organization;
- ii. Analysis of benefits and limitations of alternative location scenarios. Consideration should be given to office space type/class, jurisdictional impact, logistics and commuter (transit and parking) considerations, permitting and construction issues, etc.;
- iii. Creation of a set of recommendations based on the space needs evaluation and analysis of locations. Recommendations should include information on the quantity, design, and organization of space needed by BRHP, as well as cost-saving alternatives and technologies that may work for the organization;
- iv. Estimation of budget under the various location and recommendation scenarios, including design, construction, relocation, and furnishing costs, as well as timelines for completion and benchmarks for use in tracking the project;
- v. Ongoing architectural consultation services as needed, such as test-fit plans, square-footage calculations, development of a preliminary space plan; and

3. **Projects, References, and Competitive Advantages** – Please provide the following:

- i. Examples of work similar to the BRHP project undertaken by your company; within the last 5 years, along with a brief narrative describing outcomes;
- ii. References provided by 3 clients from the examples listed above with telephone and email contact information;
- iii. A summary of any competitive advantages offered by your company; and

B. Cost Proposals – Applicant’s cost proposals must describe the exact formula used to determine its compensation and billing practices for evaluating BRHP’s space needs and making recommendations for design and organization during the initial contract term and the renewal

period. Please identify any other remuneration the firm may receive directly or indirectly for providing the services described herein.

V. RFP SCHEDULE AND SUBMISSION REQUIREMENTS.

A. RFP Schedule.

Activity	Date
Issue RFP	04/13/2021
Questions Due	04/23/2021
Answers to Questions Posted	04/28/2021
Proposals Due	05/14/2021
Anticipated Award Date	06/1/2021

B. Closing Submission Date. Proposals must be submitted by electronic copy as specified in paragraph D below **no later than 5:00 PM EDT on May 14, 2021.** Proposals received after the deadline will not be accepted. It is neither BRHP's responsibility nor practice to acknowledge receipt of any proposal. It is the Offeror's responsibility to assure that a proposal is received.

C. Inquiries. Any requests for additional information, clarification or questions regarding this RFP may be sent via e-mail to Blaine Getachew at bgetachew@brhp.org. **All such communications must be received by 5:00 PM EDT by April 23, 2021.** All questions, as well as responses, will be posted on a rolling basis in the Request for Proposals section of BRHP's website.

D. Instructions to Offerors. All Offerors shall provide one (1) electronic copy.

Note, the e-mail subject line for the electronic copy must read "RFP, Space Planning" to Blaine Getachew at bgetachew@brhp.org.

In order to ensure a fair review and selection process, firms submitting proposals are specifically requested not to make other contacts with BRHP staff or members of the Board of Directors regarding the proposal. Failure to comply with this request will result in disqualification of the proposal.

VI. EVALUATION CRITERIA AND PROCEDURE.

A. Evaluation Criteria. BRHP's Space Planning Committee will evaluate all proposals received based upon the following factors with corresponding ranking points:

(Intentionally Left Blank)

Evaluation Factor	Maximum Rating Points
Company Overview	15%
Project Process and Services	30%
Projects, References, and Competitive Advantages	25%
Cost/Pricing Structure	30%

B. Evaluation Procedure.

1. Review Process. BRHP may, at its discretion, request presentations by, or a meeting with, any or all firms, to clarify or negotiate modifications to the firm's proposal. However, BRHP reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the firm can propose.
2. Notification of Award. It is expected that a decision selecting the successful firm will be made by June 01, 2021. Upon conclusion of the final negotiations with the successful firm, all Offerors submitting proposals to this RFP will be notified of BRHP's final decision awarding the contract.

VII. CONDITIONS OF PROPOSAL

- A. Right to Reject.** BRHP reserves the right to reject any and all proposals, to waive irregularities and informalities, to request additional information from all Offerors and further reserves the right to select the proposal which furthers the best interests of BRHP. A contract for the accepted proposal will be drafted based upon the factors described in the RFP.
- B. Contract Ethics.** No employee of BRHP who exercises any responsibilities in the review, approval or implementation of the proposal or contract shall participate in any decisions which affects his or her direct or indirect personal or financial interest.

It is a breach of ethical standards for any person to offer, give or agree to give any BRHP employee or board member, or for any BRHP employee or board member to solicit, demand, accept or agree to accept from another person or firm, a gratuity or an offer of employment whenever a reasonably prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to

obtain special, preferential, or more favorable treatment than is normally accorded to the general public.

The firm shall not accept any client or project that places it in a conflict of interest with its representation of BRHP. If such a conflict is subsequently discovered, BRHP shall be promptly notified.

- C. Minority-Owned Businesses.** BRHP strongly encourages small, locally-owned, minority-owned, women-owned, socially and economically disadvantaged and service-disabled veteran-owned businesses to submit a proposal, in response to this RFP. Efforts will be made by BRHP to utilize these types of businesses.
- D. Consent.** By submitting a proposal to BRHP, Offeror consents to the Scope of Work and general requirements of this RFP noted herein. Exceptions desired must be clearly noted in the submitted proposal.
- E. Assignment.** Offeror shall not assign, sublet or transfer its interest, obligations or rights in any contract entered into with BRHP without BRHP's prior written consent.
- F. Retention Policy.** All submitted proposals become the sole and exclusive property of BRHP.
- G. Effective Period.** Each proposal shall be considered binding and in effect for a period of ninety (90) days following the proposal opening.
- H. Expenses.** BRHP shall not be liable for any expenses, including travel expenses, related to the preparation of the proposal and contract negotiation process.
- I. Media.** Written consent from BRHP must be obtained for any media releases or any other public disclosure regarding an award of the contract by BRHP and any work resulting from that award.